



## CITY OF BARABOO COMMON COUNCIL AGENDA

Council Chambers, 101 South Blvd., Baraboo, Wisconsin

Tuesday, January 22, 2019, 7:00 P.M.

Regular meeting of the Common Council, Mayor Palm presiding.

*Notices sent to Council members:* Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Zolper, and Thurow

*Notices sent to City Staff and Media:* Atty. Truman, Adm. Geick, Clerk Zeman, Finance Director Haggard, City Engineer Pinion, Utility Super. Peterson, Street Super. Gilman, Police Chief Schauf, Parks & Recreation Dir. Hardy, City Treasurer Laux, Fire Chief Kevin Stieve, Library Director Jessica Bergin, CDA Director, the News Republic, WBDL, and 99.7FM, Mike Pate

*Notices sent to other interested parties:* Citizen Agenda Group, Media Agenda Group

### **CALL TO ORDER**

**ROLL CALL AND PLEDGE OF ALLEGIANCE** Baraboo Cub Scout Pack 377 chartered by St. Paul's Church will lead the Pledge of Allegiance.

**APPROVAL OF PREVIOUS MINUTES** - (Voice Vote): January 8, 2019

**APPROVAL OF AGENDA** (Voice vote):

### **COMPLIANCE WITH OPEN MEETING LAW NOTED**

**PUBLIC HEARING** The Mayor announces that this is the published date and time to hear public comment concerning:

- An Amendment to the City's Zoning Code – Sections 17.20 through 17.35 of the City of Baraboo Code of Ordinances to regulate Conditional Uses in each respective zoning district.
- An Amended General Development Plan/Specific Implementation Plan of Oak Park Place for a Planned Unit Development for property located at 800 Waldo Street in order to add two Independent Living units to the existing senior living facility.

**PUBLIC INVITED TO SPEAK** (Any citizen has the right to speak on any item of business that is on the agenda for Council action if recognized by the presiding officer.)

### **MAYOR'S BUSINESS**

- The Mayor would like to congratulate Mike Pate on his 5<sup>th</sup> anniversary as mechanic with the City of Baraboo. Congratulations Mike!
- The Mayor will announce the resignation of Alderperson Michael Zolper and the succession plan.

### **CONSENT AGENDA** (roll call)

CA-1...Approve the accounts payable to be paid in the amount of \$\_\_\_\_\_

### **NEW BUSINESS RESOLUTIONS**

NBR-1...Approve contact with MSA Professional Services to provide a Swimming Pool Needs Assessment Study for a cost of \$17,900.

**NEW BUSINESS ORDINANCES**

NBO-1...Approve amending the City's Zoning Code-Sections 17.20 through 17.35 of the City of Baraboo Code of Ordinances to regulate Conditional Uses in each respective zoning district.

NBO-2...Approve the amended PUD (Planned Unit Developments) for Oak Park Property of Baraboo, LLC. 800 Waldo Street.

**COMMITTEE OF THE WHOLE**

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to convene as a Committee of the Whole to discuss Community Development Block Grant (CDBG) funding, the CLOSE program and future grant funding under the CDBG program.

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_ to reconvene into regular session.

Consider action on CDBG funding, CLOSE program and future grant funding under the CDBG program.

**OTHER ACTIONABLE ITEMS:****ADMINISTRATOR AND COUNCIL COMMENTS**

**REPORTS, PETITIONS, AND CORRESPONDENCE** - The City acknowledges receipt and distribution of the following: **Reports from December 2018** – Treasurer

**Minutes from the Following Meetings –****Copies of these meeting minutes are included in your packet:**

Finance/Personnel	01-08-19	UW-Campus Comm.	12-20-18
Ambulance	10-24-18	Ambulance Finance Ad-Hoc	10-24-18

**Copies of these meeting minutes are on file in the Clerk's office:**

Public Arts	12-27-18	CDA	12-04-18
CDA Finance	12-04-18	CDA Exec. Comm.	12-04-18

**Petitions and Correspondence Being Referred:****INFORMATION****ADJOURNMENT** (Voice Vote)

Brenda Zeman, City Clerk

For more information about the City of Baraboo, visit our website at [www.cityofbaraboo.com](http://www.cityofbaraboo.com).

**JANUARY 2019**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
	SCDC PFC	Finance Council		Emergency Mgmt Public Arts		
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1</b>	<b>2</b>
	Public Safety		Ambulance			

## FEBRUARY 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4	5	6	7	8	9
	Administrative	CDA		BEDC		
10	11	12	13	14	15	16
	Park & Rec.	Finance Council				
17	18	19	20	21	22	23
	<b>Presidents' Day</b> SCDC PFC	Plan Library	BID	UW Campus		
24	25	26	27	28	1	2
	Public Safety	Finance Council	Ambulance	Public Arts Emergency Mgt.		

**PLEASE TAKE NOTICE** - Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the City Clerk at 101 South Blvd., or phone 355-2700 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

Agenda jointly prepared by D. Munz and B. Zeman  
Agenda posted on 01/18/2019

**Council Chambers, Municipal Building, Baraboo, Wisconsin  
Tuesday, January 8, 2019 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Sloan, Petty, Ellington, Alt, Zolper, Thurow  
Council Members Absent:

Others Present: Chief Schauf, Adm. Geick, Attny. Truman, Clerk Zeman, T. Pinion, C. Haggard, J. Bergin, W.R. Sauey, members of the press and others.

The Pledge of Allegiance was given.

Moved by Alt, seconded by Sloan and carried to approve the minutes of December 11, 2018.

Moved by Wedekind, seconded by Ellington and carried to approve the amended agenda.

**Compliance with the Open Meeting Law was noted.**

**PRESENTATIONS**

- The Mayor presented the Baraboo GEM award to W.R. Sauey
- Ed White, Director of Sauk County Development Corporation (SCDC) presented the SCDC Housing Study

**PUBLIC INVITED TO SPEAK** – Kathy Sellner and Bill Sellner both completed forms to show they are in favor of the towing contract with Bill's Towing & Auto Repair, LLC; however, neither of them wish to speak at this time.

**MAYOR'S COMMENTS** – The Mayor congratulated Wendy Hanley on her 25<sup>th</sup> anniversary with the City of Baraboo Utilities.

**CONSENT AGENDA**

**Resolution No. 18-112**

THAT the Accounts Payable, in the amount of \$7,066,726.65 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Moved by Petty, seconded by Wedekind and carried that the Consent Agenda be approved-9 ayes.

**NEW BUSINESS**

**Resolutions:**

**Resolution No. 18-113**

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that:

The Common Council grants a special exemption to Juergen and Sheila Beyer allow them to keep three dogs in their residence until one of the three dogs passes, after which time they will be allowed to keep no more than two dogs in their residence. The exemption also requires the Beyers to remain in compliance with §12.12(12) of the Baraboo Municipal Code for the duration of the time the three dogs are kept in the residence.

Moved by Kolb, seconded by Petty and carried that **Resolution No. 18-113** be approved-9 ayes.

**Resolution No. 18-114**

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

1. The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wis. Stats., to levy special assessments upon property in the assessment districts hereafter described for benefits conferred upon such property by reason of the following public work and improvements: 2019 Street Reconstruction Construction.
2. The property to be assessed lies within the following described assessment district:

### **ASSESSMENT DISTRICTS**

#### **New Sidewalk** – That property on:

- Lake Street (between Springbrook Drive & Walnut Street) – approximately 28,600 sq ft.
- Elizabeth Street (between 15<sup>th</sup> Street & 16<sup>th</sup> Street) – approximately 1,650 sq ft

#### **New Curb & Gutter** – That property on:

- Lake Street (between Springbrook Dr and Walnut St) – approximately 3,380 feet.

3. The total amount assessed against the properties in the described assessment district shall not exceed the total cost of the improvements.
4. The City Council determines that the improvements constitute an exercise of the police power for the health, safety and general welfare of the municipality and its inhabitants.
5. The City Engineer shall prepare a report which shall consist of:
  - (A) Final plans and specifications for the improvements.
  - (B) An estimate of the entire cost of the proposed improvements.
  - (C) A schedule of proposed assessments.
6. When the report is completed, the City Engineer shall file a copy of the report with the City Clerk for public inspection.
7. Upon receiving the report of the City Engineer, the Clerk or her designee shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District, the time and place at which the report may be inspected, and the time and place of the public hearing on the matters contained in the preliminary resolution and the report. This notice shall be published as Class 1 notice under ch. 985, Wis. Stats, and a copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with the reasonable diligence.
8. The hearing shall be held in the Council Chambers of the City Hall at 101 South Blvd, Baraboo, WI 53913 on February 26<sup>th</sup>, 2018 at 7:00 p.m. in accordance with Section 66.0703 (7)(a), Wis. Stats.

9. The assessment against any parcel may be paid in cash or in annual installments in accordance with the City of Baraboo Sidewalk Policy and Special Assessment Procedure.

Moved by Sloan, seconded by Petty and carried that **Resolution No. 18-114** be approved-9 ayes.

#### **Resolution No. 18-115**

TO Authorize the agreement and contract with Bill's Towing and Auto Repair for City authorized tow services for CY 2019 and 2020. The City Attorney will draft and forward the new contract.

Moved by Wedekind, seconded by Petty and carried that **Resolution No. 18-115** be approved-9 ayes.

**MAYOR, ADMINISTRATOR, AND COUNCIL COMMENTS** - None.

#### **REPORTS and MINUTES**

The City officially acknowledges receipt and distribution of the following:

**Monthly Reports for November & December, 2018 from** – Treasurer & Fire Department, Building Inspection

#### **Minutes from the Following Meetings –**

##### **Finance/Personnel Committee – Dennis Thurow Committee Rm #205**

**December 11, 2018**

**Members Present:** Petty, Sloan, Thurow

**Absent:**

**Others Present:** Mayor Palm, E. Geick, E. Truman, B. Zeman, C. Haggard, K. Stieve, W. Peterson, T. Pinion

**Call Meeting to Order** – Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law.

Moved by Sloan, seconded by Thurow to approve the minutes of November 27, 2018. Motion carried unanimously. Moved by Sloan to approve the amended agenda, seconded by Thurow and carried unanimously.

#### **Action Items**

- a) **Accounts Payable** - Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council approval of the accounts payable for **\$559,325.47**
- b) **Assistant Fire Chief position, Job Description and Pay Grade**  
K. Stieve noted that the 2019 Budget authorizes a full-time training officer. As discussed at prior meetings, the training of the department is of the utmost importance and this person will lead the training and help with recruitment. With this new position, there will have to be some re-organization of duties within the paid-on-call staff but the intention is to make this person second in command. It is still the intention that this position will assist with training for all City of Baraboo employees. Moved by Sloan, seconded by Thurow to recommend to Council. Motion carried unanimously.
- c) **Lease with I A.M. Dairy for parking lot at 114 Walnut Street**  
T. Pinion explained that this lease has been finalized to include an annual rental rate of \$1500 per year and a 90 day termination clause. Atty. Truman has reviewed the lease and has no concerns. Moved by Sloan, seconded by Thurow to recommend to Council. Motion carried unanimously.
- d) **Taxi Operating & Capital Assistance Grant Application for 2019, policy changes, and the 2019 Lease**  
Moved by Sloan, seconded by Thurow to recommend to Council applying for the 2019 Taxi Operating & Capital Assistance Grant Application. Motion carried unanimously.
- e) **Approve & Adopt new Sewer Utility Rate Structure**  
W. Peterson explained that the rate structure is finally complete. There were two main driving points behind the rate structure change. One, in the past, we were solely based off of flow whereas most communities include a base charge and a volume charge. And two, the numerous conversations with Driftless Glen Distillery and high strengths. This was a chance to review the entire structure and the 2-tier system now allows for a base and a volume charge

guaranteeing quarterly money to cover debt. Some residents will see a slight increase in their bills due to the restructure but this is not a rate increase. Moved by Sloan, seconded by Thurow to recommend to Council. Motion carried unanimously.

**Informational Items**

- a) City Attorney's report on insurance claims – None.

**Adjournment** – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:35pm.

**Administrative Committee****December 10, 2018**

Present: Alderpersons John Alt and John Ellington

Absent: Alderperson Michael Zolper

Also Present: Mayor, Mike Palm; City Administrator, Edward Geick; Police Chief, Mark Schauf, Emily Truman, City Attorney and Finance Director, Cynthia Haggard

The meeting was called to order by Chairman John Alt at 12:00PM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Ellington to approve the minutes of November 5, 2018, seconded by Alt and unanimously carried.

Motion by Ellington to approve agenda, seconded by Alt and unanimously carried.

**Consider Request for Excessive Household Animals – Juergen Beyer.**

Chief Schauf began with stating the Code allows the Administrative Committee to grant exceptions to the number of animals in certain circumstances. One of those circumstances is where there is a significant change in household that would cause the temporary action, which appears to be the case here. We have parents that live at 727 Walnut Street who have a dog of their own, then daughter moves in with 2 additional dogs.

The Police Department became aware of the situation when they responded to a call on the 1<sup>st</sup> of November referenced to barking and number of dogs at residence. The residents with excessive dogs was informed that the 2 dog rule existed and were told about the steps they needed to do to seek an exemption of the Code.

Proper documentation has been provided to show that the Veterinary needs have been met. The Police Officer involved believes the situation is temporary as the daughter is trying to find her own place.

Alt mentioned that one of the dogs was seriously ill. Chief Schauf affirmed and stated there would eventually be a natural reduction and also mentioned the problem could remedy itself before then. Since the initial complaint of barking dogs, there have been no more complaints.

Truman informed the Committee that the motion would be a recommendation to approve or deny to Council.

Motion to recommend the Council to consider request for Excessive Household Animals by Ellington, seconded by Alt and unanimously carried.

**Member comments**

The next meeting will be January 7, 2018 at 12:00PM CST. Meeting location will be 101 South Boulevard. Moved by Ellington to adjourn, seconded by Alt and unanimously carried. Meeting adjourned at 12:06PM CST.

**BARABOO BUSINESS IMPROVEMENT DISTRICT (BID), BOARD OF DIRECTORS****December 19, 2018**

Members Present:

Members Absent:

No Meeting was held - No Quorum.

**Minutes of the Public Safety Committee Meeting****December 10, 2018**

**Members Present:** Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Tom Pinion, Attorney Truman, Mayor Palm, Chief M. Schauf, Fire Chief K. Stieve, Wade Peterson, Tony Gilman, Al Mueller, Shannon Hill, Steph Shanks, Kathy Sellner, Bill's Towing, Craig's, and Ben Bromley.

**Call to Order** - Committee Chairman Phil Wedekind called the meeting to order at 2:30P.M. at Baraboo Municipal Building. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Plautz to approve the agenda as posted. Motion carried unanimously. It was moved by Kolb, seconded by Plautz to approve the minutes of the November 12, 2018 meeting. Motion carried unanimously.

**New Business**

- a. Consider renewing North Central Wisconsin Storm Water Coalition Cooperative Agreement – Engineer Pinion presented the background to the Committee. He said that this is the five-year renewal and is a housekeeping item. It was moved by Kolb, seconded by Plautz to renew the North Central Wisconsin Storm Water Coalition Cooperative Agreement as presented. Motion carried 3-0.
- b. Review and approve proposed parking lot Lease Agreement with I A.M. for the city-owned parking lot located south and west of 106 Walnut Street – Pinion stated that the price negotiated with Al Mueller, owner of I A.M. Dairy is \$1500.00/year. It was moved by Kolb, seconded by Plautz to recommend approval of the proposed parking lot Lease Agreement with I A.M. Dairy as presented. Motion carried 3-0.
- c. Review and discussion of on-line petition for 4-way stop signs at 5<sup>th</sup> and Oak – Pinion said that this had been discussed at a previous meeting where there had been an inquiry about this. He said the City has received a petition from Shannon Hill to be part of the agenda. He said that the City has been given a signed petition for this request. He said that this is on the agenda for review and discussion, without action being taken at this time. Chief Schauf said that the concerns that are being addressed are things that he doesn't tread lightly on. He said that he has pulled some statistical data on traffic crashes, not only at this intersection, but additional intersections within the downtown area, including 5<sup>th</sup> and Ash, 5<sup>th</sup> and Broadway, 2<sup>nd</sup> and Broadway, and 2<sup>nd</sup> and Oak. He said that 2<sup>nd</sup> and Oak being a 4-way stop in the downtown area. He said that the number of crashes in this intersection are relatively consistent with others, and in reviewing these crashes, they are actually related to someone violating that stop sign. He said that they refer back to MUTCD for direction, and there is a stop sign within a block of either side of this intersection; therefore, it does not seem to support a stop sign at this time. He said that he does understand the concerns, and he does not want to see any pedestrians hit before anything is done; however, they do have to be able to support what is done. Kolb, said with the park there and the amount of traffic from the Coffee Bean, even though it does not support it, he feels it makes sense. Schauf said that one thing that would have to be looked at is with installing stop signs there, there would be a potential of removing some parking, and re-engineering the intersection so that vision would not be impeded. Schauf said that if the Committee decided to place a stop sign one of the things that has to be looked at is how it would properly be done with the engineering there. He said whenever safety is looked at, it is called the triangle of safety, the three "Es", engineering, enforcement, and education. Engineering, is something that has to be designed to be safety; enforcement, law enforcement has to stand up and make sure everyone is following the rules; and education, people have to understand it. Pinion said that stop signs use to be installed to control speed; however, studies have proven that this is counterproductive, because people make up for lost time in between signs. He said that with the engineering study, there is potential to take of liability putting them in where they are not warranted. He said that a warrant analysis is computer rated operations which requires traffic counts. He said that the City could provide the traffic count data to an engineer that could analyze it, which would cost approximately \$1,000. He said that the five-year of the crash history at this intersection is 7 crashes, two of them are hit-and-run sideswipes, three are people turning into an alley and backing into on-coming traffic, the all two involved people running the stop sign and not seeing the on-coming traffic. Steph Shanks asked if there was any way to make the stop sign more visible. Schauf said that there are some things that can be added that would be relatively inexpensive to make them more visible; however, they are generally a temporary measure. He said that the problem with these is that people get use to them and no longer see them. It was the consensus of the Committee that this item would be brought back to the Committee in January as an action item.
- d. Consideration of Vehicle and Equipment Towing Proposals for 2019/2020 – Schauf said that this was coming back to the Committee based on the action from last month. He said on November 12 two of the members were in session when the tow contract came up. He said that there were some questions that had come up and his goal was to have the bidders at the meeting. He said that subsequently there has been some questions and concerns, and he feels that it is quite possible that two out of the three bidders were bidding on different items within the contract, or different understanding of what the proposal was, and therefore, he is not sure that the bids were consistent. He said that both bidders, Craig's and Bill's are in attendance at this meeting. He said the questions is the amount that is billed to the City if a City vehicle has to be towed, and the second was a City tow billed to a private party. Attorney Truman said that she did review the original bid documents, and apologized saying that she feels that she did not ask the proper questions, and after receiving a call by one of the bidders reread the documents and realized that they were confusing. He said that the reason for coming back to the Committee is because a recommendation was made; however, it is totally within the legal right to extend the existing contract and to rewrite the bid documents and reopen the bidding. Craig's Towing then addressed the Committee. He stated that he did not understand the City towed vehicle vs. a vehicle for the City at the owner's expense. Craig said that he does have the ability to tow heavy equipment. Kathy Sellner, Bill's Towing then addressed the Committee. She stated the Bill's has had the contract for many years and she feels that it is their duly responsibility to do their checks, ask their questions, ask the Police Chief many questions to make sure questions are answered and the bid is being understood. She also said that they have their attorney look it over to make sure it is correct; therefore, she feels that it is due diligence to make sure that is done within the timeframe. She feel that all the bids are exposed and to open them up again, which everyone would probably bid the same, and now Craig's knows their bid. She stated that they do have the capability to haul heavy trucks; however, Craig's truck is not heavy enough to haul the City units. Bill of Bill's Towing said that the contract, which they have had for many years, is the same contract that comes out every two years, with the same verbiage. He feels that that if his company does not get the contract and the property steps were taken to make sure that the bid was submitted correctly, it is really a letdown and hardship for them. He said that he feels devastated that the City wants to reopen this when their bid was submitted correctly. Bill said that some of the Fire Department's is very specialized and needs a long under reach for the wheel life to pick it, he didn't say that Craig's can't do it; however, but his under reach to haul the pumper would not make. Bill said that when hauling this type of equipment he would think that the City would want to know about ratings, or the



personnel and type of training capacity. He said that he is as high as he can go in the US; he is a Level 3 Certified by TRA. He said that he is asking the Committee to go forward with the two-year contract, and re-look at it at the end of the contract. Kolb apologized that the City did not explain the documents better, and would encourage that is done in the future. He said that he does feel that contractors that are responding to RFPs do have to do their due diligence and make sure that everything is apples to apples; therefore, he is against reopening the contract. Plautz said that Bill's made a compelling argument, and asked when the issues were raised. Schauf said that the issues were raised after the Committee's action; however, it has not been to Council. Schauf said that there are two questions; first, the cost of towing a City vehicle, i.e. police car, taxi cab, or fire. The second question is the cost to tow a private citizen's vehicle that the City would then bill to the private citizen. He said that he views that as a vehicle being parked illegally, parked in front of a fire hydrant, and needs to be moved because of an event. Schauf said that he did not include the third step of an area that the City would bill to a private party, i.e. the police respond to a traffic crash and they contact the tow company to tow the vehicle. He said also, as mentioned at the last meeting there is towing and recovery, the physical act of towing is one price, and recovery can be a different price, depending upon on complicated that recovery gets. Schauf said that it is his understanding, based on the conversation that Craig bids his with the understanding that he would be towing all vehicles for the City, crashes and everything else; however, this is not the case, it is the towing of City vehicles, and if the City calls the company to tow for an illegally parked vehicle, how much that is going to cost, billed to the private party. It was moved by Kolb, Plautz seconded to move forward with the original action done at the November meeting. Motion carried 3-0. Kolb asked that staff continue to work on the RFP to make sure everything is apples to apples. Kathy Sellner requested to help with the process because she previously was on a National Towing Board. Craig stated that he respects the Committee's decision; however, he said if the contract were read, one wouldn't have to be lawyer to figure out that anyone would have answered the questions the same way he did, what is the public going to pay; Bill's said that they were not going to charge anything, either for the City, or the private pay.

- e. Discuss Public Works Department's snow plowing operations— Wedekind asked who notifies who and when. Schauf spoke to the most recent snow event because he was working patrol. He said about 10 p.m. the rain turned into a snow event and began to get slippery, and he and two other officers decided that curves, hills, and the hospital route, which is the standard middle of night that the City always hits. He said that a phone call was made and within 30 minutes, there were three trucks out. He said that actually the roads that were plowed actually got more slippery than roads that were not. Gilman said that they brined, received a call from the PD, three crew members were called in and were out salting until 3:00 a.m. He said that he called the officer in charge at 7:00 a.m. and was told the roads seemed to okay at that time; however, the parking lots were starting to get slippery where they had not been plowed yet. He called in staff at 8:00 a.m. and they worked until 3:00 p.m. He said that the crew experienced a breakdown, which caused some communication errors between crews causing a couple of streets that was not handled the way they should have. He said that the crew was back in Monday morning at 4:00 a.m. Schauf said that there was a communication breakdown that happened between Dispatch and the Police Department. He said that there was one resident that contacted dispatch to inform that their street had not been taken care of on 15<sup>th</sup> Avenue, the dispatch appropriately sent a message to his working supervisor; however, what dispatch didn't know was that this person wasn't at his square computer, where the message came in, but rather in the police department working on a case. Wedekind said that he has received calls from two drivers that feel they are not being called in early enough. After a lengthy discussion, it was stated that snowfalls should be monitored better.
- f. Discuss procedures for bidding public construction projects – Kolb said that this year contract went out in June and would like to see them go out earlier than that. He said that the streets that are going to be done and the budget is determined in October, contracts should be going out earlier. Pinion said that this year it would be going out in March. Pinion said that the streets that were bid and not finished in 2018 would be finished at the bid price. He said Washington and Lake Street would be the big projects in 2019 to be bid. Kolb then asked about sidewalks. Pinion said that the preliminary estimate for special assessments for sidewalk would be going out yet this month. He said the one stand-alone project for sidewalk is Elizabeth, from 15<sup>th</sup> to 16<sup>th</sup>, and some on Lake Street. Kolb asked if there would be any sidewalk in-fill, if there were money available. Pinion said that there is \$50,000 for sidewalk maintenance, but the sidewalk special assessment fund is about tapped.
- g. Review and approve 2019 budgeted vehicle and equipment purchases for the Public Works Department, Fire Department, and Utilities – Gilman presented the background to the Committee. He said for the pickup truck they were hoping to open the umbrella a bit and get three quotes each from GM, Ford, and Chrysler; however, we only received three quotes. He said that for the model pickup wanted by Public Works and Utilities, Portage Ford is \$27,863, and with all extras, it would be approximately \$30,563. He said the budgeted amount was roughly \$33,000 per pickup. Kolb asked if these pickups were all beyond their use of life. Gilman said that not beyond their useful life; however, they are getting close to the point if a move is not made at this time there would not be much resale value through the auction site. Pinion said that this pricing is for five vehicles, three Public Works, one Park, and one Utilities. He said whether one or five vehicles are ordered it is a volume discount. Peterson said that the Utility vehicle would be a second vehicle, not a replacement. It was moved by Kolb, seconded by Plautz seconded to approve the equipment purchases from Portage Ford as presented. Motion carried 3-0. Gilman said that along with the budgeted items were skid steers. He said that he reached out to several vendors, Statz & Sons, which is Case came back with an offer \$100.00 less than Brooks, which is John Deere. He said that this does not change the outcome of the quotes received, Mid-State Equipment, which is Bobcat, which is what the department currently has still remains the lowest cost. It was moved by Kolb, seconded by Plautz to approve Mid-State Equipment bid for 2019 Skid Steer purchase as presented.

- h. Review and approve Fire Department's Training Officer Position Description – Kevin Stieve presented the Position Description to the Committee. After questions, explanations, and answers from Stieve, and Administrator Gieck, it was moved by Plautz, seconded by Kolb to approve the position requirements as presented. Motion carried 3-0.
- i. Review and recommendation to adopt new Sewer Utility Rate Structure – Peterson presented the Utility Rate Structure to the Committee. He said that currently, everything is completely based on flow. He said that the auditors said that Industry Standard is a fixed cost and a variable cost. He said the Water Utility has a variable cost and a fixed cost. He said he has been working with this for three or four months now, and the hope was to present this to the Committee two weeks ago. Peterson said that the dollar amount in the budget did not change. He said that there are some customers that will see a change, plus and/or minus in their utility bill. Kolb asked why. Peterson said because of the new structure, now they are based on a fixed cost and a variable cost, so someone that used 2000 gallons of water in a quarter got billed \$31.96 because we had set a minimal of 7,500. However, now they have a cost per the size of the meter and what they use, so in that instance, customer's bill would go down \$19.00/quarter. Peterson said that someone that has 30,000 of wastewater, their bill would tip the other way. It was stated that this is a much fairer system, and more structured. Peterson said that the high-strength rate will be coming down, and he still feels the costs can be recouped. Kolb moved to recommend adopting the new Sewer Utility Rate Structure as presented. Plautz seconded the motion. Motion carried 3-0.
- j. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for November 2018 – Peterson said that 99.9 percent of these are ones going on the tax roll. Kolb moved, Plautz seconded to approve the monthly billing adjustments/credits for Sewer and Water Customers for November 2018 as presented. Motion carried 3-0.

### **Reports**

- a. Utility Superintendent's Report – Peterson said that Bio-solids is up and running, proficiency testing is being done today and tomorrow. He said the department's proficiency standard was 20% and was getting that very consistently this morning.
- b. Street Superintendent's Report – Gilman said that in October and November the department was consumed by leaf pickup. He said that the salt/sand has been mixed and in the bin ready to go. He said that the site for the new building is ready to go. He said that plow truck that was approved by the Committee last year for 2018 would be coming in mid-January. He stated that the garbage truck that was being hoped for December 1, is now mid-February.
- c. Police Chief's Report – Nothing to report.
- d. Fire Chief's Report – Stieve handed documents for the Automatic Aid Agreement to the Committee. Stieve gave a brief explanation and asked the Committee to look it over and bring questions back to the next meeting. He said ALICE training was done in St. Clare Hospital. He said that several responders recognized tomorrow night for their years of service. Stieve said that the department would be burning down the old Farm Kitchen on December 22, and will be working with the man with the brewery. Stieve complimented Gilman on coordinating the City auction, and for the City mechanic for continuing to diagnose the problem with the head and rescue square.

**ADJOURNMENT** – It was moved by Plautz, seconded by Wedekind to adjourn at 4:01 p.m. Motion carried

### **Minutes of Zoning Ad-Hoc Committee Meeting**

**November 14, 2018 at 6:00PM**

**Call to Order** - Gil Gerdman called the meeting of the Committee to order at 6:00 PM.

**Roll Call** – Present were Gil Gerdman, Tom Kolb, Michael Zolper, Mike Carbonara, Kelsey McDermott, Nanci Caflisch, Melanie Platt-Gibson

Also in attendance was City Zoning Administrator Tom Pinion, Police Chief Mark Schauf and City Attorney Emily Truman

### **1. Call to Order**

- a. Roll Call of Membership.
- b. Note compliance with the Open Meeting Law. Gerdman noted compliance with the Open Meeting Law.
- c. Agenda Approval. It was moved by Kolb, seconded by Carbonara to approve the agenda as posted. Motion carried unanimously.
- d. Minutes Approval. It was moved by Kolb, seconded by Carbonara to approve the minutes of October 24, 2018. Motion carried unanimously.

### **2. Appearances/Presentations** – None

### **3. Action Items**

- a. Discussion and possible recommendation to the Plan Commission for the definition of Short-Term Rental Dwelling, Section 17.08(89L), Baraboo Municipal Code. Caflisch mentions buyer/contingent on buying factor. Definition of "owner" is explained by Truman, and that a bone fide offer to purchase would qualify. Caflisch inquires

about renewal/license timeline. Truman says the timeline can be set by the code. Kolb asks about state form required for short term rentals. Truman explains the process is handled by the state and they can change their form at any time. Carbonara asks who would enforce ordinance. Truman explains most enforcement actions are complaint based. Carbonara suggests changing 7H from 25 ft. to 15 ft. and group agrees. Kolb asks about what would happen if two people bring an infant along and how strict the two person limitation would be. Schauf suggests "two adults" instead of two people. Platt-Gibson does not agree with "adult" term since rentals might not disclose age. Committee agrees to leave language as is. Gerdman asks about application fee. Truman explains charges and how they compare to other communities with similar applications. Pinion asks about two short term rentals that already have CUPs and whether they will be grandfathered in. Truman says she will have to review the language in the permits. Kolb asks for a review of a few zoning districts because of how the zoning changes like this might affect them, to have better control over the zoning, etc. – Riverfront and South Blvd – and to separate them and also consider overlay for the East Side. Pinion explains the overlay and underlying district rules. Platt-Gibson motions to recommend approving the proposed ordinance for short term rentals. Kolb Seconded. Unanimous approval. Kolb motions to request that the Plan Commission consider looking into separating the River Corridor and South Blvd. and to create an East Side corridor overlay district. Seconded by Zolper. Unanimous approval.

4. **Information Items** - None

5. **Adjournment** - It was moved by Kolb, seconded by Caflisch to adjourn at 6:42 p.m. The motion carried unanimously.

**Baraboo Economic Development Commission, Business Walk Review Ad Hoc Committee**

**November 15, 2018**

**I. Call to Meeting to Order and Note Compliance with Open Meeting La**

The meeting was called to order by Andrew Bingle at 5:30 PM in the Room 205 of the Baraboo Municipal Building, 101 South Blvd., Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statutes regarding open meetings.

**II. Roll Call**

Present: Bingle, Caflisch, Taylor, White  
Absent: Ayar  
Other: Patrick Cannon

**III. Approve Agenda**

Motion to approve the agenda as presented  
Caflisch (1); Taylor (2)  
Aye: All via voice vote  
Nay: None

**IV. Approval of Minutes**

A motion was made to approve the meeting minutes for July 31, 2018 as presented.  
Taylor (1); Caflisch (2)  
Aye: All via voice vote  
Nay: None

**V. Public Comments**

No one from the public wished to speak

**VI. Old Business**

**a. Discussion of 2017 Business Walk results and development of implementation plan based upon results of the Business Walk.**

The Committee reviewed and discussed the final version of the summary report being distributed to the participants in the Business Walk. Also, the Committee felt that we should also include Chamber members and DBI members. The only concern was to insure that the names were compared between the various listings.

The Committee determined that the report should be distributed.

**b. Discussion of 2017 Discussion of City of Baraboo Sign Ordinance**

The overview of the Sign Ordinance was discuss as it is included in the report. The Committee felt that it contained sufficient basic information and should be included in the report being distributed.

**VII. New Business**

**a. None**

**VIII. Commissioner and City Staff comments**

No comments were made at this time.

**IX. Adjournment**

Motion to adjourn the meeting was made at 5:55 pm

White (1); Caflisch (2)

Aye: All via voice vote

Nay: None

**Baraboo Economic Development Commission****December 6, 2018****IX. Call to Meeting to Order and Note Compliance with Open Meeting Law**

Vice -Chairperson John Alt called the meeting to order at 5:30 PM at the Baraboo Municipal Building, 101 South Blvd., Room 205, Baraboo, WI. The meeting was noticed in conformance with Wisconsin State Statutes regarding open meetings.

**X. Roll Call**

Present: Alt, Umhoefer, Ayar, Bingle, Caflisch (6:35), Johnson, Palm, Reppen, Wastlund, White

Absent: Bowers, Platt-Gibson, Taylor

Other: Ed Geick, Patrick Cannon

**XI. Approve Agenda**

Motion to approve the agenda as presented

Umhoefer (1); Johnson (2)

Aye: All via voice vote

Nay: None

**XII. Approve Minutes**

Motion to approve the minutes as presented for September 6, 2018 as presented

Reppen (1); Ayar (2)

Aye: All via voice vote

Nay: None

**XIII. Public Comment**

None

**XIV. Old Business****a. Updates on Development Activities**

Ed Geick reported on the following:

- The winery has broken ground for their project
- A new business is on Lake St - restoring old locomotives
- Two new breweries are being located in the area

Ms. Caflisch enters the meeting at 6:35 PM

**b. Updates from Plan Commission and Council**

Mayor Palm spoke on the following items:

- The Pink Lady Committee met and discussed the flood damages to the current tracks. Over 1 mile of track was damages in the recent flooding
- The 2019 budget has been approved with a \$.06 decline in the City Mill Rate. In addition, there were no fee increases

**c. Update from economic development partners and collaborators**

- Ms. Caflisch indicated that the Chamber Board seats are up for election. She also indicated they continue to work on the Branding project. The Chamber is also sponsoring a Lunch and Learn program as a result of the recent photo incident that has been a focal point of the city.
- Ms. Umhoefer indicated that the AL Ringling Theater has a very nice Winter Concert Series planned. In addition, Baraboo will be one of four national places to show a Broadway production in January.
- Mr. White indicated that the SCDC's Fall Forum was very successful with a large turnout. He is also visiting various municipalities to present the Housing Study.
- Ms. Wastlund updated on the CDA functions since the building project has been completed.
- Mr. Bingle indicated that the Crane Foundation has broken ground on their expansion. They are also working on an environmental energy project that will also save money in the future.

- Dr. Ayar indicated that it is "business as usual" at the college.

**d. Consideration of development of a strategic plan for BEDC**

**i. Ad Hoc Committee on Eastside Corridor Study**

The Eastside Corridor study has been mailed to all parties along the corridor. A brief discussion of hosting a meeting with DOT was held.

**ii. Ad Hoc Committee on Business Walk**

The report will be issued to the businesses who participated in the project. The Committee discussed if the Business Walk project should be done again and how to obtain funding for it.

**XV. New Business****a. Discussion of recent community forums regarding cultural diversity**

It was noted that three meetings have been held since the photo incident took place. They have been well attended. Other events have been scheduled at the High School and for the public to attend.

**XVI. Update Partner Presentation Schedule**

The Commission would like to restart the speaker schedule in February, 2019. It was suggested that DOT and the Housing study be part of the programs.

**XVII. Commissioner and City Staff comments**

No comments were added

**XVIII. Adjournment**

Motion to adjourn the meeting was made at 6:52 pm.

Umhoefer (1); Caflisch (2)

Aye: All via voice vote

Nay: None

**Copies of these meeting minutes are on file in the Clerk's office:**

PFC	11-19-18	Park & Recreation	12-10-18
Library Board	11-20-18, 12-18-18	Friends of Library	12-04-18
Plan Commission	12-18-18		

**INFORMATIONAL ITEMS****ADJOURNMENT**

Moved by Kolb, seconded by Wedekind, and carried on voice vote, that the meeting adjourn at 7:55pm.

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Brenda Zeman, City Clerk

RESOLUTION NO. 2018 -

Dated: January 22, 2019

The City of Baraboo, Wisconsin

<i>Background:</i>
<b>Fiscal Note: (Check one)   <input type="checkbox"/> Not Required   <input type="checkbox"/> Budgeted Expenditure   <input type="checkbox"/> Not Budgeted</b>
<i>Comments</i>

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Accounts Payable, in the amount of \$ \_\_\_\_\_ as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

**Offered By:** Consent

**Approved by Mayor:** \_\_\_\_\_

**Motion:**

**Second:**

**Certified by City Clerk:** \_\_\_\_\_

**The City of Baraboo, Wisconsin**

**Background:** This resolution seeks the approval of entering a contract with MSA Professional Services for the purpose of developing a Needs Assessment Study for the Campbell Park Swimming Pool as well as aquatic programming offered in the City of Baraboo in general.

MSA will meet with staff and community groups to determine what aquatics facilities and programs are lacking in the City, and determine potential costs of various options to address the aging infrastructure of the current facility (over 80 years old) as well as requests for new facilities (splashpad) as found through community surveys and included in the current Comprehensive Outdoor Recreation Plan. In addition to facility needs, the study will also address programming gaps and opportunities.

Bids were submitted as follows:

MSA Professional Services	\$17,900
ADCI	\$19,400
Ayers Associates	\$24,393

Contractors were asked to supply a bid for base services to complete the study in addition to an alternate which included providing drawings and cost estimates for various scenarios which could include partial renovations up to full replacement which could be used for future consideration..

**Fiscal Note:** ☐ Not Required ☒ Budgeted Expenditure ☐ Not Budgeted

**Comments:** The 2019 budget included \$20,000 for the purposes of conducting a Pool Study.

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

THAT the proposal from MSA Professional Services to provide a Needs Assessment Study for the Campbell Park Swimming Pool in the amount of \$17,900 be accepted as proposed and that a contract for services be entered into for such services.

Offered by:  
Motion:  
Second:

Approved: \_\_\_\_\_  
Attest: \_\_\_\_\_

The City of Baraboo, Wisconsin

**Background:** As you know, the Legislature's recently approved ACT 67 and that has changed the way a municipality can regulate private property, including the use of CUP regulations. Earlier this year, the Mayor appointed an Ad-Hoc Zoning Committee to review allowable conditional uses in our Zoning Code. That Committee met six times and they have provided a host of recommended changes to conditional uses for your consideration.

Since Commission agreed with the Ad-Hoc Zoning Committee's recommendations to eliminate certain Conditional Uses, the process parallels that of a rezone since it requires an amendment to our Zoning Code.

The Plan Commission completed their review of this matter at their December 18, 2018 meeting, forwarded the matter to the Common Council for further consideration with a favorable recommendation.

**Fiscal Note:** (check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted **Comments:**

An Ordinance amending §17.20 through §17.35 of the City of Baraboo Code of Ordinances to regulate Conditional Uses in each respective zoning district.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

17.20 R-1 SINGLE FAMILY  
RESIDENTIAL DISTRICT. (1652  
09/14/92, 2446 08/23/16)

(1) **PURPOSE.** The R-1 Single Family Residential District is established to protect the integrity of the residential areas by prohibiting incursion of incompatible residential and nonresidential uses, maintain compact residential development around existing urban-residential areas, and locate only sewerred, one-family residences. This district is for low-density residential use.

...  
(4) **CONDITIONAL USES.**

- (a) Churches.
- (b) Community Living Arrangements.
- ~~(c) Gazeboes.~~
- ~~(d)~~ Home Occupations
- ~~(de)~~ Nursery, elementary and secondary schools; whether public, private or parochial.
- ~~(ef)~~ Parks or playgrounds.

- ~~(gf)~~ Professional Home Offices
- ~~(h)~~ ~~Satellite dish antennas.~~
- ~~(ig)~~ Swimming pools with accessory structure.
- ~~(hi)~~ A non-profit charitable or civic organization clubhouse. (1910 07/08/97)
- ~~(ik)~~ Adult Day Care Center. (1913 07/22/97)
- ~~(jl)~~ Short-term rental dwelling. (2446 08/23/16)

17.20A R-1A SINGLE FAMILY  
RESIDENTIAL DISTRICT. (2148  
04/13/04, 2446 08/23/16)

(1) **PURPOSE.** The R-1A Single family Residential District is established to protect the integrity of the residential areas by prohibiting incursion of incompatible residential and nonresidential uses, to maintain compact residential development around the existing urban-residential areas, to locate this zone in areas without a severe soil limitation, and to locate only sewerred residences of



one (1) family. This district is for low-density residential use.

**(4) CONDITIONAL USES.**

- (a) Churches.
- (b) Community Living Arrangements.
- ~~(c) Gazebo.~~
- ~~(cd)~~ Home occupations.
- ~~(de)~~ Nursery, elementary and secondary schools; whether public, private or parochial.
- ~~(fe)~~ Parks or playgrounds.
- ~~(gf)~~ Professional home offices.
- ~~(gh)~~ Swimming pools with accessory structure.
- ~~(hi)~~ A non-profit charitable or civic organization clubhouse.
- ~~(ij)~~ Adult Day Care Center.
- ~~(kj)~~ Two-Flat Dwellings and Two-Family Dwellings, except as provided in (2)(b), above). (2269 11/27/07)
- ~~(lk)~~ Side-by-side single family attached dwellings. [See §17.37(9)] (2257 05/22/07)
- ~~(lm)~~ Schools – public, private, or parochial; including, but not limited to, nursery, elementary, middle, and high schools; technical schools; colleges, and universities. (2305 05/26/2009, 2355 03/22/2011)
- ~~(am)~~ Swimming pools with accessory structure. (2355 03/22/2011)
- ~~(ne)~~ A non-profit charitable or civic organization clubhouse. (2355 03/22/2011)
- ~~(po)~~ Adult Day Care Center. (2355 03/22/2011)
- ~~(pq)~~ Two-flat dwellings and two-family dwellings, ~~except as provided in (2)(b), above).~~ (2355 03/22/2011)
- ~~(qr)~~ Side-by-side single family attached dwellings. [See §17.37(9)] (2355 03/22/2011)
- ~~(sr)~~ Short-term rental dwelling. (2446 08/23/16)

**17.21 R-2 TWO FAMILY RESIDENTIAL DISTRICT.** (1652 01/15/92, 2250 04/10/07, 2446 08/23/16)

- (1) PURPOSE. The R-2 One and Two Family Residential District is established to protect the integrity of the residential areas by prohibiting incursion of incompatible residential and nonresidential uses, to maintain compact residential development around the existing urban-residential areas, to locate this zone in areas without a severe soil limitation, and to locate only sewerred residences of one (1) or two (2) families. This district is for low density residential use.

**(4) CONDITIONAL USES.**

- (a) Bed-and-breakfast establishments.
- ~~(b) Cemeteries, crematoriums, and funeral homes.~~
- ~~(eb)~~ Churches.
- ~~(d) Clinics.~~
- ~~(e) Colleges or universities.~~
- ~~(cf)~~ Community Living Arrangements.
- ~~(g) Gazebo.~~
- ~~(dh)~~ Home occupations.
- ~~(i) Hospitals and nursing homes.~~
- ~~(j) Libraries.~~
- ~~(k) Museums.~~
- ~~(l) Nursery, elementary and secondary schools; whether public, private or parochial.~~
- ~~(em)~~ Parks or playgrounds.
- ~~(n) Professional cattery (1809 04/18/95).~~
- ~~(fe)~~ Professional home offices.
- ~~(p) Satellite dish antennas.~~
- ~~(q) Schools.~~
- ~~(r) Swimming pools with accessory structure.~~
- ~~(s) A non-profit charitable or civic organization clubhouse. (1910 07/8/97)~~
- ~~(t) Adult Day Care Center. (1913 07/22/97)~~
- ~~(gu)~~ Side-by-side single family attached dwellings. [See §17.37(9)] (2257 05/22/07)

(hv) Short-term rental dwelling. (2446 08/23/16)

**17.22 R-3 THREE- AND FOUR- FAMILY RESIDENTIAL DISTRICT.** (1652 09/14/92, 2250 04/10/07, 2446 08/23/16)

(1) PURPOSE. The R-3 One through Four Family Residential District is established to protect the integrity of the residential areas by prohibiting incursion of incompatible nonresidential uses, to maintain compact residential development around the existing urban-residential areas, to locate this zone in areas without a severe soil limitation for urban development with public sewers, and to locate residences of one through four families. This district is for medium-density residential use. It is appropriate to use this district as a transitional land use between low- and high-density residential districts, and residential and commercial districts.

(4) CONDITIONAL USES.

- (a) Bed-and-breakfast establishments.
- (b) Cemeteries, crematoriums, and funeral homes.
- (c) Churches.
- (d) Clinics.
- (e) Colleges or universities.
- (f) Community centers.
- (g) Community Living Arrangements.
- ~~(h) Gazebos.~~
- (ih) Golf Courses
- (ij) Home occupations.
- (jk) Hospitals and nursing homes.
- (kl) Libraries.
- (lm) Licensed day care services for 9 to 20 children. (1880 08/13/96)
- ~~(mn)~~ Museums.
- (ne) Nursery, elementary and secondary schools,

whether public, private or parochial.

(op) Parks or playgrounds.

(pq) Professional home offices.

~~(r) Redevelopment of a site to a 5 - 8 multi-family dwelling unit.~~

~~(s) Satellite dish antennas.~~

(qt) Schools.

(ru) Swimming pools with accessory structure.

(sv) A non-profit charitable or civic organization clubhouse. (1910 07/08/97)

(t) Adult Day Care Center. (1913 07/22/97)

(u) Parking lot serving a permitted use on an adjoining property. (2087 07/23/02)

(v) Side-by-Side single family attached dwellings. [See §17.37(9)] (2257 05/22/07)

(w) Short-term rental dwelling. (2446 08/23/16)

**17.23 R-4 FOUR- THROUGH TWELVE- FAMILY RESIDENTIAL DISTRICT.** (1652 09/14/92, 1868 05/14/96, 1980 07/27/99, 2446 08/23/16)

(1) PURPOSE. The R-4 Four through Twelve Family Residential District is established to provide for high-density residential areas by providing for higher dwelling-unit-per-acre development. This district is also provided to serve as a buffer between residential and commercial and/or light industrial land uses. This district should be located in areas without a severe soil limitation for urban development with public sewers, and to locate residential developments of four through twelve family residential dwelling units.

(4) CONDITIONAL USES.

- (a) Bed-and-breakfast establishments.

- (b) Cemeteries, crematoriums, and funeral homes.
- (c) Churches.
- (d) Clinics.
- (e) Colleges or universities.
- (f) Community centers.
- (g) Community Living Arrangements.
- (h) Fraternities and sororities.
- ~~(i) Gazebo.~~
- (j) Governmental buildings.
- ~~(k)~~ Home occupations.
- ~~(l)~~ Hospitals, nursing homes.
- ~~(m)~~ Libraries.
- ~~(n)~~ Licensed day care services for 9 to 15 children.
- ~~(o)~~ Lodging houses.
- ~~(p)~~ Museums.
- ~~(q)~~ Nursery, elementary and secondary schools, whether public, private or parochial.
- ~~(r)~~ Parks or playgrounds.
- ~~(s)~~ Professional home offices.
- ~~(t) Redevelopment of a site to a 5-8 multi-family dwelling unit.~~
- ~~(u) Satellite dish antennas.~~
- ~~(v)~~ Schools.
- ~~(w)~~ Swimming pools with accessory structure.
- ~~(x)~~ A non-profit charitable or civic organization clubhouse. (1910 07/08/97)
- ~~(y)~~ Adult Day Care Center. (1913 07/22/97)
- ~~(z)~~ Short-term rental dwelling. (2446 08/23/16)

**17.24 R-5 THIRTEEN-FAMILY AND UP RESIDENTIAL DISTRICT.** (1652 09/14/92, 2446 08/23/16)

- (1) PURPOSE. The R-5 Thirteen Family and Up Residential District is established to provide for high-density residential areas by providing for higher dwelling-unit-per-acre development. This district is also provided to serve as a buffer between lower density residential and commercial and/or light industrial land uses. This district

should be located in areas without a severe soil limitation for urban development with public sewers, and to locate residential building developments of thirteen or more residential dwelling units.

**(4) CONDITIONAL USES.**

- (a) Bed-and-breakfast establishments.
- (b) Cemeteries, crematoriums, and funeral homes.
- (c) Churches.
- (d) Clinics.
- (e) Colleges or universities.
- (f) Community centers.
- (g) Community Living Arrangements.
- (h) Fraternities and sororities.
- ~~(i) Gazebo.~~
- ~~(j)~~ Governmental buildings.
- ~~(k)~~ Home occupations.
- ~~(l)~~ Hospitals, nursing homes.
- ~~(m)~~ Libraries.
- ~~(n)~~ Licensed day care services for 9 to 15 children.
- ~~(o)~~ Lodging houses.
- ~~(p)~~ Museums.
- ~~(q)~~ Nursery, elementary and secondary schools; whether public, private or parochial.
- ~~(r)~~ Parks or playgrounds.
- ~~(s)~~ Professional home offices.
- ~~(t) Redevelopment of a site to a 5-8 multi-family dwelling unit.~~
- ~~(u) Satellite dish antennas.~~
- ~~(v)~~ Schools.
- ~~(w)~~ Swimming pools with accessory structure.
- ~~(x)~~ A non-profit charitable or civic organization clubhouse. (1910 07/08/97)
- ~~(y)~~ Adult Day Care Center. (1913 07/22/97)
- ~~(z)~~ Short-term rental dwelling.

**17.24A NRO, NEIGHBORHOOD RESIDENTIAL/OFFICE DISTRICT.** (2036 11/28/2000)

PURPOSE. This district is intended to permit high quality office and institutional

land uses at an intensity com-parable with the older portions of the City predominately developed with homes that are desirable to maintain, where traffic volumes and adjacent land uses dictate the transition of these areas to certain nonresidential uses. The desired neighborhood character of the development is attained through landscaping requirements and by restricting the maximum building size of all buildings within each instance of this District. A range of dwelling unit types may be allowed. Significant areas of landscaping are required in this district to ensure that this effect is achieved. In order to ensure a minimum of disruption to adjacent residential development, no development within this district shall take direct access to a local residential street or a residential collector street. This district is used to provide for the permanent protection of an area that preserves the original residential appearance, yet permits office and institutional land uses, and that ensures that the neighborhood character is maintained as long as the NRO District designation is retained, regardless of how much development occurs within that area.

(1) **CONDITIONAL USES.**

- (a) Office.
- (b) Personal and Professional Services.
- ~~(c) Cultivation.~~
- ~~(d) Selective Cutting.~~
- ~~(e)(c)~~ Passive Outdoor Public Recreation.
- ~~(f)(d)~~ Active Outdoor Public Recreation.
- ~~(g)(e)~~ Indoor Institutional.
- ~~(h)(f)~~ Public Services and Utilities.
- ~~(ig)~~ Bed and Breakfast Establishments.
- ~~(hj)~~ Funeral Homes.
- ~~(ik)~~ Churches.
- (j) Clinics.
- (k) Colleges or Universities.
- (l) Community Living Arrangements.
- ~~(m) Gazebos.~~
- ~~(n)(m)~~ Home Occupations.

- ~~(o)(n)~~ Hospitals and Nursing Homes.
- ~~(p)(o)~~ Libraries.
- ~~(q)(p)~~ Museums.
- ~~(r)(q)~~ Nursery, Elementary, & Secondary Schools, whether public, private or parochial.
- ~~(s)(r)~~ Parks or Playgrounds.
- ~~(t)(s)~~ Professional Home Offices.
- ~~(u) Satellite Dish Antennas.~~
- ~~(v)(t)~~ Schools.
- ~~(w)(u)~~ Swimming Pools with Accessory Structure.
- ~~(x)(v)~~ Non-Profit Charitable or Civic Organization Clubhouse.
- ~~(y)(w)~~ Adult Daycare Center.

**17.25 MHP MANUFACTURED HOME (TYPE 1) PARK DISTRICT.** (1652 09/14/92, 1734 05/16/94)

- (1) **PURPOSE.** To provide for a licensed Manufactured Home Park for the placement of Manufactured Homes (TYPE 1) as a conditional use. This district is designed for medium density residential use. All sites shall be connected to the City's public sewer and water systems.

(4) **CONDITIONAL USES.**

- (a) Licensed Manufactured Home Parks of not less than five (5) acres for placement of Manufactured Homes (TYPE 1) and that satisfy the requirements of Subsection (5) to (10) hereof and the requirements of this Chapter regarding the regulation and licensing of Manufactured Home Parks.
- (b) Licensed Day Care Home for nine or more persons.
- (c) Non-commercial community buildings for social gatherings, emergency shelters laundry or similar



common usage for the entire district.

**17.26 MH MANUFACTURED HOME (TYPE 1) SINGLE FAMILY RESIDENTIAL DISTRICT.** (1735 05/17/94)

(1) PURPOSE. The MH Manufactured Home (TYPE 1) Single family Residential District is established to protect the integrity of the residential areas by prohibiting incursion of incompatible residential and non-residential uses, to maintain compact residential development around the existing urban-residential areas, to locate this zone in areas without a severe soil limitation, to allow TYPE 1 Manufactured Homes that meet this chapter's definition of a dwelling, and to locate only sewered one-family residences. Parcels of land in this District shall be platted for subdivision development in accordance with Chapter 18 of this Code with a design and intention of lots being conveyed by deed to individual owners for residential occupancy primarily for TYPE 1 Manufactured Homes.

(4) CONDITIONAL USES.

- (a) Churches.
- (b) Community living arrangements.
- ~~(c) Gazebos.~~
- ~~(cd)~~ Nursery, elementary and secondary schools, whether public, private or parochial.
- ~~(ed)~~ Parks or playgrounds.
- ~~(f) Satellite dish antennas.~~
- ~~(eg)~~ Swimming pools with accessory structure.

**17.27 B-1 CENTRAL BUSINESS DISTRICT.** (1652 09/14/92; 2405 12/10/13)

(1) PURPOSE. The B-1 Central Business District is established to provide for sewered commercial

activities only and to delineate areas appropriate for commercial uses which are oriented toward the Central Business District.

(4) CONDITIONAL USES

- (a) Car wash establishments.
- (b) Catering shops.
- (c) Colleges or universities.
- (d) Community centers.
- (e) Dry cleaning stores.
- (f) Dwelling for up to two families on the first floor provided that: (1) there is an existing building which was originally designed for residential use; and (2) the building is located only in the following areas in the City of Baraboo, formerly Adams:

1. Block fourteen, Lots 7 through 12, (1722 03/01/94)
2. Block twenty-two, Lots 2 through 4, (1722 03/01/94)
3. Block twenty-eight, Lots 3 through 8, (1722 03/01/94)
4. Block twenty-five, Lots 5 through 8, (1722 03/01/94)
5. Block thirty-six, Lots 5 through 9, (1722 03/01/94)
6. The west sixty feet of Lot 5, Block 21 (227 Fifth Avenue) (1831 09/12/95)

- (g) Funeral homes.
- (h) Group development. (1983 07/27/99)
- (i) Manufacturing and processing (in enclosed buildings) of jewelry, musical instruments, photo-graphic printing, lithography, typesetting, and crafts.
- (j) Public garages.

- (k) Public passenger transportation terminals, except airports.
- (l) Service stations.
- (m) Tourism oriented, on-site manufacturing businesses (such as cheese, candy, glass, and gifts).
- ~~(n) Waste transfer stations.~~
- (ne) Wholesale establishments.
- (op) Residential dwelling units on the first floor of an existing building located within an area bounded by the Baraboo River on the north, Lynn Street on the south, Walnut Street on the west, and the alley to the east of Walnut Street on the east provided that there shall be a minimum of two off-street parking spaces per dwelling unit located on the same property where the building is located and the spaces shall be constructed to meet the off-street parking requirements of the Baraboo Code. (1743 05/3/94).
- ~~1. Reserved. (1819 06/27/95, 2182 02/22/05, 2250 04/10/07)~~
- ~~(r) Any business or industry involving the above ground bulk storage of liquid petroleum or propane gas for on site use, or for sale or delivery. (1921 10/28/97)~~
- (ps) A storage building that serves an existing permitted use. (2023 08/22/2000)
- (q) Gas Stations (2046 01/09/2001)
- ~~(n) All metal clad or cinder block buildings, new or additions, constructed after January 1, 2004. (2059 06/26/01, 2132 12/09/03, 2250 04/10/07)~~
- ~~(v) All uses, whether permitted or conditional, shall be considered conditional uses with the overlay zoning~~

~~district as established in §17.36C of this Code of Ordinances. (2252 04/10/07)~~

- (rw) Day care centers. (2202 08/23/05)
- (sx) Eating and drinking places, Type I and Type II, see (See §17.08 for Definition)
- (ty) Hotels or motels
- (uz) Laundry or dry cleaning facilities
- (vaa) Nightclubs
- (wab) Pawnshops
- (xae) Places of worship
- (yad) Pool halls
- (z(ae) Schools: professional, business, or technical
- (afa) Taverns
- (abg) Theaters
- (ach) Video rental stores

## 17.28 B-2 NEIGHBORHOOD BUSINESS DISTRICT.

- (1) PURPOSE. The B-2 Neighborhood Business District is established to provide for sewer commercial activities having minimal visual and physical impacts on neighboring residences. These impacts include off-street parking, traffic flow and hazards, odors, hours of operation, and quality of life.
- (4) CONDITIONAL USES.
  - (a) Club houses or lodges.
  - (b) Commercial greenhouses.
  - (c) Copy shop.
  - (d) Gift shops.
  - (e) Group development. (1983 07/27/99)
  - (f) Home occupations.
  - (g) Laundromats.
  - (h) Locksmiths.
  - (i) Professional offices.
  - (j) Shoe repair shops.
  - (k) Tailors and dressmakers.
  - (l) Convenience stores.
  - (m) Eating establishments - TYPE 1 with drive-thru and/or pickup services.
  - (n) Credit agencies.

- (o) Credit reporting and collection establishments.
- (p) Financial institutions.
- (q) Public administration facilities.
- (r) Tax return preparation establishments.
- (s) U.S. Postal Offices.
- (t) Antique and collector stores.
- (u) Automotive part stores.
- (v) Janitorial supplies.
- (w) Locksmiths.
- (x) Music stores.
- (y) Office equipment and supply stores.
- (z) Radio/TV repair shops.
- (aa) Sporting and athletic good stores.
- (ab) Video rental stores.
- (ac) Optical stores.
- (ad) Delicatessens.
- (ae) Civic, social and fraternal associations.
- (af) Schools (professional, business, technical).
- (ag) Reserved.
- ~~(ah) Any business or industry involving the above ground bulk storage of liquid petroleum or propane gas for on-site use, or for sale or delivery. (1921 10/28/97)~~

**17.29 B-3 HIGHWAY-ORIENTED BUSINESS DISTRICT.** (2376 04/10/2012)

- (1) PURPOSE. The B-3 Highway-Oriented Business District is established to provide for sewered commercial activities oriented toward regional markets requiring highway exposure to the highway user or intended to service vehicles. The commercial activities require large lots for the buildings, off-street parking and future expansion. The location of B-3 districts shall be in areas without a severe soil limitation.
- (4) CONDITIONAL USES. All uses, whether permitted or conditional, shall be considered conditional uses with the overlay zoning district as

established in §17.36C of this Code of Ordinances. (2132 12/09/03, 2252 04/10/07, 2376 04/10/2012, 2445 08/23/16)

~~(a) Apartment hotels.~~

~~(b)(a) Colleges or universities.~~

~~(c)(b) Group development. (1983 07/27/99)~~

~~(d)(c) Public passenger transportation terminals, except airports and bus depots.~~

~~(e)(d) Small Animal Veterinary Clinics. Provided such use shall not include on-site large animal work, or have outside animal runs, or have overnight boarding of animals except for medical reasons. (1804 04/11/95) See also § 17.08.~~

~~(h) Any business or industry involving the above ground bulk storage of liquid petroleum or propane gas for on-site use, or for sale or delivery. (1921 10/28/97)~~

~~(i) All metal clad or cinder block buildings, new or additions, constructed after January 1, 2004. (1996 01/11/2000, 2013 05/09/2000, 2132 12/09/03, 2250 04/10/07) (This Section sunsets on 12/09/2013 or upon adoption of Smart Growth Zoning changes, whichever occurs first.)~~

**17.30 I-1 INDUSTRIAL DISTRICT, ENCLOSED STORAGE.** (1652 09/14/95)

- (1) PURPOSE. The I-1 Industrial District, enclosed storage, is established to delineate areas to be used for industrial development and to delineate areas to be used for enclosed storage.
- (4) CONDITIONAL USES. All uses, whether permitted or conditional, shall be considered conditional uses with the overlay zoning district as

established in §17.36C of this Code of Ordinances. (2237 09/26/06, 2252 04/10/07)

(a) Any development within one thousand five hundred (1,500) feet of the existing or proposed inter-change or turning lane rights of way of an existing or proposed freeway or expressway.

(b) Animal hospitals and kennels with a 100-foot buffer zone to any other district.

(c) Community centers.

(d) Governmental buildings.

(e) Group development. (1983 07/27/99)

~~(ef)~~ Libraries.

~~(gf)~~ Museums.

~~(g)~~ Penal and correctional institutions.

~~(hh)~~ Public passenger transportation terminals, except airports.

(i) Retail business directly related to the primary permitted industrial use. The retail space can be two percent (2%) total gross floor area but shall not exceed one thousand (1,000) square feet.

(j) Travel agencies.

(k) Any business or industry involving the above ground bulk storage of liquid petroleum or propane gas for on site use, or for sale or delivery. (1921 10/28/97)

~~(l)~~ All permitted uses located within the following area shall be zoned as conditional uses: (2059 06/26/2001)

~~(t)~~ Broadway/South

Boulevard on the west,

~~(u)~~ The east line of Rosaline Street

extended on the east,

~~(v)~~ The south line of 1<sup>st</sup> Avenue and 1<sup>st</sup> Street

~~extended on the north, and~~

~~(w)~~ Lynn Street on the south.

~~(lm)~~ Automobile service and repair facilities. (2237 09/26/2006)

~~(n)~~ Communications towers. [See §17.38(7)] (2260 06/12/07)

#### **17.31 I-2 INDUSTRIAL DISTRICT.** (1652 09/14/92, 22524/10/2007)

(1) PURPOSE. The I-2 Industrial District is established to delineate areas to be used for industrial development of the uses prescribed. (2243 11/28/2006)

(4) CONDITIONAL USES. All uses, whether permitted or conditional, shall be considered conditional uses with the overlay zoning district as established in §17.36C of this Code of Ordinances. (2252 04/10/07)

~~(a)~~ All uses, whether permitted or conditional shall be considered conditional uses with the overlay zoning district as established in Section 17.36C of this Code of Ordinances.

~~(ab)~~ Community centers.

~~(be)~~ Governmental buildings

~~(cd)~~ Group development. (1983 07/27/99)

~~(de)~~ Libraries.

~~(ef)~~ Museums.

~~(g)~~ Penal and correctional institutions.

~~(fh)~~ Salvage yards.

~~(ig)~~ Any business or industry involving the above ground bulk storage of liquid petroleum or propane gas for on-site use or for sale or delivery. (1921 10/28/97)

~~(j)~~ All metal clad or cinder block buildings, new or additions, constructed after January 1,



~~2004. (2132 12/09/03, 2250  
04/10/07, 2252 04/10/07)  
(k) Reserved. (2252 04/10/07)  
(l) Communications towers [See  
§17.38(7)] (2260 06/12/07)~~

**17.32 I-3 INDUSTRIAL/BUSINESS  
DISTRICT.** (1772 10/25/94, 2445  
8/23/16)

(1) PURPOSE. The I-3 Industrial/Business District is established to delineate those areas to be used for contemporary, professional and office like settings and contemporary industrial development, including light manufacturing, warehousing and other similar industrial uses.

(4) **CONDITIONAL USES.**

- (a) Animal hospitals and kennels with a 100-foot buffer zone to any other district
- (b) Community centers
- (c) Governmental buildings
- (d) Group development (1983 07/27/99)
- (e) Libraries
- (f) Museums
- (g) Penal and correctional institutions
- (h) Public passenger transportation terminals, except airports
- (i) Retail businesses, selling products manufactured, produced or distributed from the principal industrial use, not exceeding 10 percent (10%) of total floor area of the permitted use
- ~~(j) Travel agencies~~
- (k) Self-service facility
- (l) Self Service storage facility

**17.32A I-4 PLANNED  
INDUSTRIAL/BUSINESS  
DISTRICT** (1980 07/27/99, 2132  
12/09/03, 2252 04/10/07)

(1) PURPOSE. The I-4 Planned Industrial/Business District is established to delineate those areas to be used for contemporary, professional, and office-like settings, and contemporary industrial development, including light manufacturing, warehousing, and other similar industrial uses, and further including support commercial service uses for industry and businesses.

(4) **CONDITIONAL USES** (2132  
12/09/03; 2445 08/23/16)

- (a) Community centers
- (b) Government office buildings
- (c) Group development (1983 07/27/99)
- (d) Libraries
- (e) Museums
- ~~(f) Penal and correctional institution~~
- ~~(g)(f)~~ Retail businesses selling products manufactured, produced, or distributed from the principal industrial use not exceeding 10% of the total floor area of the permitted use
- ~~(h) Travel agencies~~
- ~~(i)(g)~~ Any business or industry involving the above ground bulk storage of liquid petroleum or propane gas for on-sight use or for sale or delivery
- ~~(j) Any of the permitted uses, or combination of uses, that are constructed or developed on a parcel of land two acres or larger in size, including, but not limited to, a shopping center or mall, office, commercial or retail building or complex of buildings~~

~~(k)(h)~~ Group Development  
~~(2) All metal clad or cinder block buildings, new or additions, constructed after January 1, 2004. All uses, whether permitted or conditional, shall be considered conditional uses with the overlay~~

~~zoning district as established in §17.36C of this Code of Ordinances. (2013 05/09/2000, 2132 12/09/03, 2250 04/10/07, 2252 04/10/07)~~

~~(m) All uses, whether permitted or conditional, shall be considered conditional uses with the overlay zoning district as established in §17.36C of this Code of Ordinances (2252 04/10/07)~~

~~(n) Reserved (2177 01/25/05, 2252 04/10/07)~~

(oi) Self-service storage facility  
(2247 02/13/2007; 2445 08/23/16)

(5) PROHIBITED USES

- (a) Agricultural chemical manufacturing or processing plants, distribution facilities handling predominantly agricultural chemicals, storage facilities handling predominantly agricultural chemicals or bulk sale facilities
- (b) Asphalt products manufacturing or processing plants
- (c) Automobile car washes
- (d) Automobile service stations
- (e) Sauk building products manufacturing or processing plants involving bio-hazardous components
- (f) Cemeteries
- (g) Hazardous chemical manufacturing or processing plants, distribution facilities handling predominantly hazardous chemicals, storage facilities handling predominantly hazardous chemicals or bulk sale facilities
- (h) Dry cleaning establishments
- (i) Electronic circuit assembly plants
- (j) Electroplating plants
- (k) Exterminating shops
- (l) Feed lots
- (m) Foundries and forge plants

(n) Garages -- for repair and servicing of motor vehicles, including body repair, painting or engine rebuilding

(o) Highway salt storage areas

(p) Industrial liquid waste storage areas

(q) Junkyards and auto graveyards

(r) Landfills or facilities for the treatment, storage or disposal of waste

(s) Metal reduction and refinement plants

(t) Mining operations (gravel pits)

(u) Motor and machinery service and assembly shops

(v) Paint products manufacturing

(w) Petroleum products storage or processing

~~(x) Photography studios, including the developing of film and pictures~~

(yx) Plastics manufacturing, other than molding operations and assembly operations

(yz) Printing and publishing establishments which use non-biodegradable inks and/or volatile organic compounds

(aaz) Pulp and paper manufacturing

(abaa) Trucking terminals other than those used as on-site distribution centers

(abe) Animal shelters

(acd) Agricultural services

(ade) Amusement and recreation services

(acf) Automotive, implement and recreation vehicle sales

(afg) Building supplies

(agh) Garden supplies

(ahi) All non-taxable or tax-exempt properties (i.e. churches, schools, day care centers, etc.)

(aij) Single family

(akj) Two-family

- (a~~kl~~) Multi-family
- (a~~lm~~) Boarding houses
- (a~~nm~~) Mobile home dealers
- (a~~ne~~) Contractors-building construction
- (a~~op~~) Any other use prohibited in the I-3 Industrial/Business District

**17.33 A-1 AGRICULTURAL TRANSITIONAL DISTRICT.** (1502 04/12/88)

- (1) PURPOSE. The A-1 Agricultural Transitional District is established to permit certain designated agricultural uses for an interim period of time until urban expansion causes the land to be developed into other uses.

~~(3) CONDITIONAL USES.~~

- ~~(a) Airports~~
- ~~(b) Civic, social and fraternal association houses or lodges for non-commercial use~~
- ~~(c) Colleges and universities~~
- ~~(d) Crematoriums~~
- ~~(e) Funeral homes~~
- ~~(f) Grazing of livestock with a 100-foot buffer to all districts~~
- ~~(g) Hospitals~~
- ~~(h) Sanitariums~~
- ~~(i) Any business or industry involving the above ground bulk storage of liquid petroleum or propane gas for on site use, or for sale or delivery (1921 10/28/97)~~
- ~~(j) Communications towers [See §17.38(7)] (2260 06/12/07)~~

**17.34 A-2 AGRICULTURAL HOLDING DISTRICT.** (1502 04/12/88)

- (1) PURPOSE. The A-2 Agricultural Holding District is established to control urban sprawl by retaining agricultural land to provide for a minimum lot size of five (5) acres, and to locate low-density residential developments in areas without severe soil limitations for non-sewered residential development. *(City Atty. Note: See 18.02(8) for minimum lot size requirements for lots not served by public sewer.)*

(4) CONDITIONAL USES.

- (a) Animal hospitals and kennels with a 100-foot buffer from any residential district.
- (b) Archery ranges.
- (c) Bed-and-breakfast establishments.
- ~~(d) Campgrounds.~~
- ~~(de) Commercial greenhouses.~~
- ~~(ef) Driving ranges.~~
- ~~(g) Fairgrounds.~~
- ~~(hf) Golf courses.~~
- ~~(ig) Open air markets.~~
- ~~(hj) Orchards.~~
- ~~(k) Communications towers. [See §17.38(7)] (2260 06/12/07)~~

**17.35 C-1 CONSERVANCY DISTRICT.** (1502 04/12/88, 1652 09/14/92)

- (1) PURPOSE. The C-1 Conservancy District is established to preserve designated lands for conservation purposes.

~~(3) CONDITIONAL USES.~~

- ~~(a) Campgrounds.~~

This Ordinance shall take effect upon passage and publication as provided by law.

Mayor's Approval: \_\_\_\_\_

Clerk's Certification: \_\_\_\_\_

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the \_\_\_\_\_ day of February, 2019 and is recorded on page \_\_\_\_ of volume \_\_\_\_.

City Clerk: \_\_\_\_\_

NBO – 2

The City of Baraboo, Wisconsin

**Background:** Oak Park Property of Baraboo, LLC has petitioned to amend their previously approved planned unit development for their property located at 800 Waldo Street. The property is currently a multi-family residential senior living complex. The property is currently zoned R-4, Multi-Family Residential with a Conditional Use Permit. The request for PUD is based upon a desire to add two additional dwelling units to the most recent addition to the Independent Living addition by converting the proposed Sun Rooms on the 1<sup>st</sup> and 2<sup>nd</sup> floor to dwelling units. Approval of this PUD will allow the proposed conversion.

The Plan Commission reviewed the GDP/SIP at their December 18<sup>th</sup> meeting and voted unanimously to forward it to the Council for rezoning with a favorable recommendation to approve the combined GDP/SIP.

**Fiscal Note: (check one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted**      **Comments:**

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DOES ORDAIN AS FOLLOWS:

1. Section 17.18(4)(d), Code of Ordinances, is amended as follows:

**17.18 ESTABLISHMENT OF DISTRICTS AND INCORPORATION OF ZONING DISTRICT MAP**

(4) DISTRICT BOUNDARIES AND MAP AMENDMENTS.

(d) Planned Unit Developments. The following Planned Unit Developments are approved and incorporated into the zoning map: 2019-01.

2. The attached General Development Plan / Specific Implementation Plan is approved as Planned Unit Development 2019-01.
3. This Ordinance shall take effect upon passage and publication as provided by law.

Mayor's Approval: \_\_\_\_\_

Clerk's Certification: \_\_\_\_\_

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the \_\_\_\_\_ day of February 2019, and is recorded on page \_\_\_\_\_ of volume \_\_\_\_.

City Clerk: \_\_\_\_\_

**GENERAL DEVELOPMENT PLAN / SPECIFIC IMPLEMENTATION PLAN FOR 800 WALDO STREET CITY OF BARABOO, SAUK COUNTY, WISCONSIN, TO BE ZONED AS A PLANNED UNIT DEVELOPMENT**

Oak Park Property of Baraboo, LLC is the owner of the property to be rezoned as a Planned Unit Development (PUD) under the City of Baraboo's Zoning Code, consisting of a multi-family residential senior living complex. The owner has requested rezoning of the property described below as a Planned Unit Development based upon the following General Development Plan submitted for approval pursuant to §17.36B(7), of the Baraboo Code of Ordinances:

1. The real property involved in this General Development Plan (GDP) consists of that property located at 800 Waldo Street.

Tax Parcels 206-1075-01000 & 206-1075-01100

A parcel of land located in SW ¼ of Section 2, T11N, R6E in the City of Baraboo, Sauk County, Wisconsin, and more particularly described as Lots 1 and 2 of Sauk County Certified Survey Map No. 6109, containing approximately 321,926 square feet - 7.39 acres.

There is an existing multi-family residential senior living complex on the property.

2. The property covered by this PUD is located at 800 Waldo Street, City of Baraboo, Sauk County, Wisconsin. The property is presently permitted a Conditional Use in an R-4 Multi-Family Residential Zoning District. The specific intention of the petitioner is to continue use of the property as a multi-family residential senior living complex that currently consists of 73 Independent Living units, 50 Assisted Living Units, and 34 Memory Care units and convert the existing Sun Rooms on the 1<sup>st</sup> and 2<sup>nd</sup> Floors of the most recent Independent Living addition to Independent Living units.
3. The property is specifically approved for use as a Multi-Family Residential Senior Living Complex. The use of the property shall not be changed from such use without the modification of this GDP with the approval of the City's Common Council.
4. This GDP is also accepted as the Specific Implementation Plan (SIP) for the property and in accordance with the site plans for development approved by the Baraboo Plan Commission in November 2007, April 2010, and July 2011, November 2016, September 2017, and December 2018.

5. Signs upon the property shall be allowed pursuant to the Baraboo Sign Ordinance, §17.80, Code of Ordinances.
6. The petitioner intends to add 2 Independent Living units on Lot 2, CSM 6109. The property was subdivided in 2012 in conjunction with the PUD designation to allow a zero lot line condition between the existing building and the proposed additions. As such, this PUD waives all building setbacks between Lots 1 and 2 of CSM 6109. The CSM contains a Deed Restriction that prevents the lots from being sold independently.
7. The terms of the GDP / SIP shall be covenants running with the land, and applicable not only to the petitioner, but to any and all subsequent owners as well.

## MEMORANDUM

To: Mayor  
City Council Members  
Baraboo Community Development Authority Commissioners

From: Patrick Cannon  
Executive Director

Re: CLOSE Program

Date: January 18, 2019

The Wisconsin Department of Administration (DOA) and the U.S. Department of Housing and Urban Development (HUD) have reached an agreement on the closing of the current job creation loan program. This program will cease on February 1, 2019.

Attached is a summary of the program changes and how it will affect the City of Baraboo. Staff has been working on how to change the program for continued use in the City. However, the initial program outline and steps are being presented for your consideration.

Please let me know if you have any questions.



# City of Baraboo

## Close Program

### Introduction

The City of Baraboo currently administers two separate grants from the US Department of Housing and Urban Development (HUD) known as Community Development Block Grants – Revolving Loan Funds (CDBG-RLF). The Wisconsin Department of Administration, Division of Energy, Housing and Community Resources is the regulatory authority for this fund. The Baraboo Community Development Authority (CDA) has been charged with the administration of these funds.

The grant funds obtained under this program are intended to assist a business with funding to hire or retain new employees. In general, the program requires that at least 51% of the individuals who are hired to fill the new positions must meet the local low to moderate income (LMI) threshold for the county. Each loan is limited to \$35,000 for each job being created. In addition, HUD has several reporting requirements that must be completed prior to the loan being approved.

The CDA has two funds that were grants under this program. They are Fund 984 (ED Grant Fund) and Fund 986 (79 Revolving). Both funds have outstanding loans and a small amount of cash on hand at this time.

### Close Program outline

The Department of Administration has indicated that over \$100,000,000 in grant funds have been awarded in the State of Wisconsin. Of this total amount, DOA estimate that over 50% of these funds are currently idle and not being used for loans.

In the spring of 2018, DOA began discussions with HUD regarding this program. Based upon a program approved by HUD for the State of Illinois, DOA created a program request that they have called the CLOSE program. Under the terms of the request, DOA was requiring that all Program Administrators return all cash and investments and outstanding loans to the State. In the original submission, all future debt payments would then come to the State to satisfy the outstanding loans. As an alternative, the State would accept a cash payment equal to the outstanding loan amounts and then allow the municipality to be the owners of the loans. The loan payments would then also be retained by the municipality. In addition, the municipality would be fully responsible for administration of the loans.

As an addition to the payment requirements for the loans with DOA, they have indicated that the payment made by a municipality would be held for a period of 24 months and the municipality could request these funds back as a non-competitive grant. As a non-competitive grant, the municipality would not be required to show matching funds and the project would still need to qualify under the CDBG project guidelines. These funds would be held exclusively for the municipality for the 24 month period. If the municipality decided to apply for a competitive grant under the CDBG guidelines, the funds returned to DOA could be used as the required matching funds for the competitive grant.

#### For Example

Cash on Hand	\$ 50,000
Outstanding Loans	\$750,000

Payment to be made to DOA \$800,000

Non-competitive grant funds  
available to municipality \$800,000

1. Each municipality has the choice to participate in this program by returning the loans without payment to DOA or to convert everything to a cash equivalent and participate in the non-competitive grant payment portion of the program.

#### HUD Approval

The State has indicated that HUD has approved their request to modify their funding agreement. HUD did add a few new requirements. The biggest one being that if we decide to not participate, we would still be required to service the loans and not receive any of the funding. This includes the issuance new loans by the CDA and the collection of delinquent loans.

The CLOSE program will begin on February 1, 2019. After that date, we are no longer permitted to issue loans under the current programs. We will then have two years to complete the transition out and issue the payment to the State for participation in the program.

#### Options

1. **Elect to not participate in the CLOSE program.**

As outlined above, the City can withhold any action and return the loans and cash to the State DOA. We would still be responsible for administering the loans, but would not receive any of the loan payments. All costs associated with the administration of the loans would be borne by the City/CDA.

2. **Participate in the CLOSE program**

The City may choose to participate in the CLOSE program. In order to comply with the guidelines, the current cash balances of \$35,122.02 (11/30/2019) and outstanding loan balances of \$754,506.52 (11/30/2018) would need to be paid to the State. The total is \$789,628.54 as of 11/30/2018.

In order to make the payment to the State, the City would be required to create a cash source equal to the outstanding loan amount of \$754,506.52. This can be done either internally with existing cash reserves or externally by borrowing the funds over a short period of time.

Potential sources of funding include:

- |   |                 |
|---|-----------------|
| a. TIF Incentive Fund *                     | \$350,000       |
| b. City Economic Development Fund           | \$138,000       |
| c. Funded but not completed Street Projects | \$800,000 up to |

d. Baraboo State Bank Line of credit (Bldg. Capital)	\$240,000
e. Fund Balance (percentage change from 25% to 18.6%)	\$800,000 up to
f. State Trust Fund *	\$800,000 up to

Please note that there is both a cash interest charge for taking out a loan as well as the opportunity costs associated with the uses of some of these funds.

#### **CDBG Return Grant**

By participating in the CLOSE program, the City would then be eligible for a non- competitive grant from the State equal to the amount paid into them (for illustrative purposes \$789,506.52). These funds can be used for any CDBG-RLF eligible project. We are limited to three types of projects within the two year window. Examples of CDBG-RLF eligible projects include, Low to Moderate housing (LMI), blight elimination, street projects (that meet certain qualifications).

#### **Future Economic Development Projects**

The Department of Administration has indicated that they will not be permitted to issue or administer loans for new applicants. Therefore, the City may look to combine various funds currently available and initiate its own Economic Development fund.

Bank Balance		Dec	2018		City of Baraboo		Treasurer's Report																	Investment 2018.xlsx		1/15/2019	
BANK INVESTMENTS		Type	Fund	Account	Term	Maturity	Rate	Bank BNB	LGIP	WF/JB	CFB	SUM	BWD	PDS	FBB	RCB	CLARE	WCCU	ICB	CCF	BMO	FICA	SCHWAB	Grand Total			
Alma Waite Account	NOW account	820	104502957	Daily			0.49%	20,891.16																20,891.16			
	Cert of Deposit	820	6275826	36 months	7/8/21	2.85%		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	160,000.00	0.00	0.00	0.00	160,000.00			
		25688	36 months	4/20/19	1.30%			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	150,000.00				
		6295215	36 months	10/16/19	1.35%			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	0.00	0.00	0.00	125,000.00				
		3861228	33 months	11/21/20	2.05%			0.00	0.00	0.00	0.00	0.00	105,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	105,000.00				
		54962-27444	30 months	8/21/20	1.99%			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,986.81	0.00	0.00	0.00	0.00	100,986.81				
		6900492354	31 months	9/22/20	2.25%			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110,000.00	0.00	0.00	110,000.00				
		40032677	30 months	10/16/20	2.45%			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	112,005.62	0.00	0.00	112,005.62				
		Investment Pool	820	856206-3	Daily			2.37%	0.00	37,665.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	37,665.42			
	Dana Investment	820	3694-7092	(blank)				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250,000.00	250,000.00			
Checking	220	1000934/114639	Daily			none	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00				
CDA-Grant Accounts	(blank)	983	(blank)	(blank)			691,819.77	199,041.23	0.00	85,212.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	976,073.88				
CDA-Loan Accounts	Investment	900	126696102	Daily			0.10%		0.00	0.00	0.00	649.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	649.52				
Fire Benefit Fund	Cert of Deposit	900	6900470891	18 months	6/1/20	2.62%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	80,000.00	0.00	0.00	0.00	80,000.00			
	Investment Pool	900	856206-4	Daily			2.37%	0.00	27,738.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,738.60			
Fire Equipment Fund	Cert of Deposit	420	19965	36 months	12/14/18	1.20%		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
		6294952						0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	133,418.57	0.00	0.00	0.00	133,418.57				
		54962-25689	36 months	4/20/19	1.30%			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	0.00	0.00	0.00	0.00	125,000.00				
		109465199	24 months	3/23/20	2.16%			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00			
		30087	36 months	3/28/21	2.47%			0.00	0.00	0.00	0.00	151,867.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151,867.73			
		14890100-104	27 months	3/20/21	2.97%			0.00	0.00	0.00	0.00	0.00	129,684.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129,684.94			
		Dana Investment	420	3694-7092	(blank)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350,000.00	350,000.00			
		Savings	940	103035891	Daily			0.10%	24,193.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,193.13		
		Checking / NOW	100	1000306/9830	Daily			0.4%	2,064,086.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,064,086.30		
		Deposit Placeme	100	101066015	Daily			0.49%	1,174,081.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,174,081.02		
General Fund	Money Market	100	908-640	Daily			0.38%	0.00	0.00	204,185.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	204,185.82			
		86190136	Daily				1.15%	0.00	0.00	0.00	1,252,659.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,252,659.38			
		163563	Daily				1.25%	0.00	0.00	0.00	0.00	129,495.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129,495.24			
		7481010	Daily				0.90%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	211,442.08			
		471582	Daily				0.90%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	259,912.60			
		10080968	Daily				1.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	644,439.29			
		525450	Daily				0.60%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	403,054.03			
		54962-07	Daily				1.10%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102,607.24	0.00	0.00	0.00	0.00	102,607.24			
		5031443	Daily				1.06%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	61,198.17	0.00	0.00	0.00	61,198.17			
		20032292	Daily				1.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	255,678.75	0.00	0.00	255,678.75			
		2061232	Daily				1.15%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104,231.62	0.00	0.00	104,231.62			
		Cert of Deposit	100	54962-22811	36 months	4/22/19	1.30%		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75,000.00	0.00	0.00	0.00	0.00	75,000.00		
				3846829	24 months	9/12/19	1.45%		0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00		
				29565	24 months	8/28/19	1.40%		0.00	0.00	0.00	125,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00		
				6900460439	15 months	11/30/18	1.49%		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
				6199976	15 months	6/20/19	2.00%		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	150,000.00		
				30085	12 months	3/28/19	2.15%		0.00	0.00	0.00	110,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	110,000.00	
				109508099	24 months	6/08/20	2.45%		0.00	0.00	0.00	0.00	0.00	0.00	151,853.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	151,853.83	
				109507299	18 months	12/8/19	2.36%		0.00	0.00	0.00	0.00	0.00	0.00	126,487.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	126,487.78	
				40032552	24 months	4/6/20	2.30%		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	150,000.00	
				1800441	24 months	9/12/20	2.40%		0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	
				1800522	18 months	3/20/20	2.33%		0.00	0.00	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	
				0100	16 months	2/22/20	2.48%		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	0.00	0.00	150,000.00	
				7758000603	12 months	12/7/19	2.65%		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00	150,000.00	
		Investment Pool	100	856206-1																							

**TREASURER'S INVESTMENT REPORT for December 2018**

Average Rate of Return on Current Deposits				Benchmarks:	
<b>Total Receipts:</b>	7,204,189.52	General Funds:	Avg Term 4.5 M	LGIP	2.37%
			1.55%		
<b>Total Disbursements:</b>	1,783,285.29	Utility Funds:	12.7 M	90-day T-bill:	2.51%
			1.27%		
		Segregated Funds:	24.5 M		
			1.92%		
		Securities w/Dana	3.34 years	6M CD:	1.37%
		All Funds:	9.0 M	12M CD:	1.77%
			69%	18M CD:	2.30%
			Liquid:		
			Term:		
			31%		

**Policy Objectives:**

- Safety: ▪ \$3,000,000 has been invested in marketable securities with Dana Investments, these are not guaranteed.
- Liquidity: ▪ Investing in CD's when good rates are available.
- Yield: ▪ Short term yields are strong

TRANSACTIONS											
#	Action	Type	Identification	Bank	Acct #	Note	Term	Maturity Date	Rate	Amount	Interest
(1)	RENEW	CD	Water utility	BMO	6900470890		13 Mo	12/1/2018	1.49%	200,000.00	Reinvest
					7758000602		18 Mo	6/7/2020	2.87%	203,252.15	Reinvest
					Comments:						
(2)	RENEW	CD	Fire Benefit	BMO	6900470891		13 Mo	12/1/2018	1.49%	80,000.00	Reinvest
							18 Mo	6/1/2020	2.48%	80,000.00	Reinvest
						Comments: Withdraw interest					
(3)	RENEW	CD	General Fund	BMO	6900460439		15 Mo	11/30/2018	1.49%	150,000.00	Pd to MM
							12 Mo	12/7/2019	2.65%	150,000.00	Pd to MM
						Comments:					
(3)	RENEW	CD	Fire Equipment	PDS	19965		36 Mo	12/14/2018	1.20%	125,000.00	Reinvest
				SUM	14890100-104		27 Mo	3/20/2021	2.97%	129,558.43	Reinvest
				Comments:							

**INVESTMENT ADVISOR TRANSACTIONS**

#	Action	Type	Identification	Price	Rating	Note	Term/WAL	Maturity Date	Yield to Worst Yield - Maturity	Amount	Interest
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NONE

# Dana Investment Advisors, Inc.

## PORTFOLIO HOLDINGS



Report as of: 12/31/2018

### Portfolio: 2493 - City of Baraboo Reserve Funds

Shares/ PAR	Identifier	Description	Unit Cost	Current Cost	Price	Market Value	Pct. Assets	Income Accrued	Cur. Yield
<b>Cash</b>									
<b>Short Term Investments</b>									
<b>Cash Equivalents</b>									
	000009	Cash - Money Fund		203.85		203.85	.01	.00	.30
140,174.96	SNVXX	Schwab Govt Money Fund	1.00	140,174.96	1.00	140,174.96	4.72	.00	2.09
		<b>Total Cash Equivalents</b>		<b>140,378.81</b>		<b>140,378.81</b>	<b>4.73</b>	<b>.00</b>	<b>2.09</b>
		<b>Total Short Term Investments</b>		<b>140,378.81</b>		<b>140,378.81</b>	<b>4.73</b>	<b>.00</b>	<b>2.09</b>
		<b>Total Cash</b>		<b>140,378.81</b>		<b>140,378.81</b>	<b>4.73</b>	<b>.00</b>	<b>2.09</b>
<b>Bonds</b>									
<b>Agency Bonds</b>									
<b>Adjustable Rate Agency</b>									
<b>FHLMC Step Coupon Agency</b>									
150,000	3134G76T3	FREDDIE MAC 1.75% Due 11/27/2020	98.81	148,215.00	98.95	148,419.00	5.00	247.92	1.77
150,000.00		<b>Total FHLMC Step Coupon Agency</b>		<b>148,215.00</b>		<b>148,419.00</b>	<b>5.00</b>	<b>247.92</b>	<b>1.77</b>
		<b>Total Adjustable Rate Agency</b>		<b>148,215.00</b>		<b>148,419.00</b>	<b>5.00</b>	<b>247.92</b>	<b>1.77</b>
<b>Fixed Rate Agency</b>									
<b>FFCB Fixed Rate Agency</b>									
200,000	3133EE5S5	FEDERAL FARM CREDIT BANK 1.5% Due 08/05/2019	100.85	201,699.00	99.34	198,684.00	6.69	1,216.67	1.51
200,000.00		<b>Total FFCB Fixed Rate Agency</b>		<b>201,699.00</b>		<b>198,684.00</b>	<b>6.69</b>	<b>1,216.67</b>	<b>1.51</b>
<b>FHLB Fixed Rate Agency</b>									
100,000	3130A6KH9	FEDERAL HOME LOAN BANK 1.19% Due 01/14/2019	100.03	100,025.00	99.87	99,872.00	3.36	552.03	1.19
150,000	3130ACGX6	FEDERAL HOME LOAN BANK 2% Due 09/27/2021	100.01	150,015.00	97.37	146,055.00	4.92	783.33	2.05
250,000.00		<b>Total FHLB Fixed Rate Agency</b>		<b>250,040.00</b>		<b>245,927.00</b>	<b>8.29</b>	<b>1,335.36</b>	<b>1.70</b>
<b>FHLMC Fixed Rate Agency</b>									
150,000	3134GBSW3	FREDDIE MAC 1.75% Due 12/22/2020	100.00	150,000.00	98.28	147,424.50	4.97	65.63	1.78
150,000.00		<b>Total FHLMC Fixed Rate Agency</b>		<b>150,000.00</b>		<b>147,424.50</b>	<b>4.97</b>	<b>65.63</b>	<b>1.78</b>
		<b>Total Fixed Rate Agency</b>		<b>601,739.00</b>		<b>592,035.50</b>	<b>19.95</b>	<b>2,617.66</b>	<b>1.66</b>
<b>Step Coupon Agency</b>									
<b>FHLB Step Coupon Agency</b>									
150,000	3130AFD79	FEDERAL HOME LOAN BANK 3% Due 11/23/2021	100.01	150,015.00	100.04	150,066.00	5.06	475.00	3.00
150,000.00		<b>Total FHLB Step Coupon Agency</b>		<b>150,015.00</b>		<b>150,066.00</b>	<b>5.06</b>	<b>475.00</b>	<b>3.00</b>
<b>FHLMC Step Coupon Agency</b>									
150,000	3134GAA95	FREDDIE MAC 1.375% Due 12/30/2019	99.95	149,925.00	99.37	149,059.50	5.02	.00	1.38
200,000	3134GBRB0	FREDDIE MAC 1.875% Due 06/05/2020	99.07	198,147.00	99.33	198,658.00	6.69	270.83	1.89
150,000	3134GB3T7	FREDDIE MAC 2% Due 11/25/2020	100.01	150,015.00	99.11	148,663.50	5.01	300.00	2.02
500,000.00		<b>Total FHLMC Step Coupon Agency</b>		<b>498,087.00</b>		<b>496,381.00</b>	<b>16.72</b>	<b>570.83</b>	<b>1.78</b>
		<b>Total Step Coupon Agency</b>		<b>648,102.00</b>		<b>646,447.00</b>	<b>21.78</b>	<b>1,045.83</b>	<b>2.06</b>
		<b>Total Agency Bonds</b>		<b>1,398,056.00</b>		<b>1,386,901.50</b>	<b>46.73</b>	<b>3,911.41</b>	<b>1.86</b>
<b>Mortgage Bonds</b>									
<b>Adjustable Rate Mortgages</b>									
<b>FHLMC - Adjustable Rate Mortgages</b>									
18,382.77	31300MPF4	FH 849422 4.293% Due 02/01/2043	104.31	19,175.54	103.71	19,063.93	.64	128.88	4.14
29,889.56	31300MWE9	FH 849645 4.234% Due 06/01/2043	104.81	31,328.00	103.84	31,036.15	1.05	212.25	4.08
45,190.14	31347AH72	FH 840254 4.27% Due 07/01/2043	103.75	46,884.76	103.96	46,977.90	1.58	324.15	4.11
78,886.98	31347ATG9	FH 840551 3.233% Due 03/01/2045	103.19	81,401.52	103.01	81,263.30	2.74	449.75	3.14
172,349.46		<b>Total FHLMC - Adjustable Rate Mortgages</b>		<b>178,789.82</b>		<b>178,341.28</b>	<b>6.01</b>	<b>1,115.03</b>	<b>3.66</b>

# Dana Investment Advisors, Inc.

## PORTFOLIO HOLDINGS



Report as of: 12/31/2018

### Portfolio: 2493 - City of Baraboo Reserve Funds

Shares/ PAR	Identifier	Description	Unit Cost	Current Cost	Price	Market Value	Pct. Assets	Income Accrued	Cur. Yield
<b>FNMA - Adjustable Rate Mortgages</b>									
121,349.07	3140J7UU7	FN BM3294 3.48% Due 06/01/2042	103.69	125,823.82	103.89	126,072.58	4.25	351.91	3.35
42,843.34	3138XMRB8	FN AV9481 3.675% Due 07/01/2043	103.56	44,369.61	102.43	43,884.48	1.48	131.21	3.59
24,101.84	3138ETLW4	FN AL8440 3.585% Due 07/01/2044	103.50	24,945.39	103.28	24,891.32	.84	72.00	3.47
45,199.71	3138ERWF3	FN AL9645 3.703% Due 07/01/2044	103.75	46,894.70	103.21	46,649.31	1.57	139.48	3.59
<b>233,493.96</b>		<b>Total FNMA - Adjustable Rate Mortgages</b>		<b>242,033.52</b>		<b>241,497.69</b>	<b>8.14</b>	<b>694.60</b>	<b>3.45</b>
<b>GNMA - Adjustable Rate Mortgages</b>									
93,430.71	36225CX92	G2 80703 3.625% Due 06/20/2033	103.12	96,350.41	102.36	95,632.40	3.22	282.24	3.54
92,822.73	36225C4B9	G2 80817 3.375% Due 01/20/2034	103.34	95,926.49	102.49	95,132.99	3.21	261.06	3.29
71,040.05	36225EN40	G2 82210 3.125% Due 11/20/2038	102.75	72,993.67	103.23	73,337.69	2.47	185.00	3.03
62,213.60	36225EQ47	G2 82274 3.375% Due 01/20/2039	102.63	63,846.71	102.83	63,971.26	2.16	174.98	3.28
73,563.60	36225EUG5	G2 82382 3.75% Due 09/20/2039	102.69	75,540.62	103.29	75,981.56	2.56	229.89	3.63
48,691.33	36225EVG4	G2 82414 3.125% Due 10/20/2039	103.81	50,547.70	103.29	50,295.08	1.69	126.80	3.03
<b>441,762.02</b>		<b>Total GNMA - Adjustable Rate Mortgages</b>		<b>455,205.60</b>		<b>454,350.98</b>	<b>15.31</b>	<b>1,259.97</b>	<b>3.33</b>
		<b>Total Adjustable Rate Mortgages</b>		<b>876,028.94</b>		<b>874,189.95</b>	<b>29.45</b>	<b>3,069.60</b>	<b>3.43</b>
		<b>Total Mortgage Bonds</b>		<b>876,028.94</b>		<b>874,189.95</b>	<b>29.45</b>	<b>3,069.60</b>	<b>3.43</b>
<b>Small Business Administration Bonds</b>									
<b>Adjustable Rate - SBAs</b>									
<b>Prime Rate</b>									
74,197.90	83164KNU3	SBA508503 4.575% Due 12/25/2024	105.69	78,417.90	102.36	75,950.16	2.56	569.22	4.47
101,876.16	83164JF50	SBA507388 3.75% Due 10/25/2030	104.13	106,078.56	101.58	103,489.17	3.49	638.52	3.69
63,269.84	83164LFB2	SBA509162 4.575% Due 12/25/2036	106.44	67,342.86	104.23	65,943.69	2.22	498.42	4.39
92,194.58	83164LSA0	SBA509513 3.75% Due 06/25/2039	106.00	97,726.27	101.68	93,743.36	3.16	577.00	3.69
94,288.21	83164LSW2	SBA509533 3.855% Due 07/25/2039	104.25	98,295.47	101.31	95,520.66	3.22	629.63	3.81
103,427.53	83164LXM8	SBA509684 4% Due 06/25/2040	105.81	109,439.23	102.26	105,767.47	3.56	690.36	3.91
<b>529,254.23</b>		<b>Total Prime Rate</b>		<b>557,300.29</b>		<b>540,414.51</b>	<b>18.21</b>	<b>3,603.15</b>	<b>3.95</b>
		<b>Total Adjustable Rate - SBAs</b>		<b>557,300.29</b>		<b>540,414.51</b>	<b>18.21</b>	<b>3,603.15</b>	<b>3.95</b>
		<b>Total Small Business Administration Bonds</b>		<b>557,300.29</b>		<b>540,414.51</b>	<b>18.21</b>	<b>3,603.15</b>	<b>3.95</b>
		<b>Total Bonds</b>		<b>2,831,385.23</b>		<b>2,801,505.96</b>	<b>94.39</b>	<b>10,584.16</b>	<b>2.75</b>
<b>Total Portfolio</b>				<b>2,971,764.04</b>		<b>2,941,884.77</b>			
<b>Paydown Receivable</b>				<b>26,211.08</b>		<b>26,211.08</b>			
<b>Interest Accrued</b>				<b>10,584.16</b>		<b>10,584.16</b>			
<b>Dividends Accrued</b>				<b>0.00</b>		<b>0.00</b>			
<b>Total Portfolio with Accruals &amp; Receivables</b>				<b>3,008,559.28</b>		<b>2,978,680.01</b>			

The market prices shown on these pages represent the last reported sale on the stated report date as to listed securities or the bid price in the case of over-the-counter quotations. Prices on bonds and some other investments are based on round lot price quotations and are for evaluation purposes only and may not represent actual market values. Bonds sold on an odd lot basis (less than \$1 million) may have a dollar price lower than the round lot quote. Where no regular market exists, prices shown are estimates by sources considered reliable by Dana Investment Advisors. While the prices are obtained from sources we consider reliable, we cannot guarantee them. Dana Investment Advisors is not a custodian. Clients should be receiving detailed statements from their custodian at least quarterly. While Dana Investment Advisors regularly reconciles to custodian information, we encourage clients to review their custodian statement(s).

**Dana Investment Advisors, Inc.**  
**Performance Report**  
**Gross of Fees**



From December 29, 2017 to December 31, 2018

**Portfolio: 2493 - City of Baraboo Reserve Funds**

	<u>Market</u>	<u>Cost</u>
<b>Portfolio Value on 12/29/2017</b>	<b>\$3,149,660.50</b>	<b>\$3,158,016.02</b>
Contributions/Withdrawals	(\$203,498.36)	(\$203,498.36)
Interest	\$75,396.17	\$75,396.17
Dividends	\$0.00	\$0.00
Unrealized Gain/Loss	(\$20,835.66)	\$0.00
Realized Gain/Loss	(\$21,493.25)	(\$20,805.16)
Change in Accrued Income	(\$549.39)	(\$549.39)
<b>Portfolio Value on 12/31/2018</b>	<b>\$2,978,680.01</b>	<b>\$3,008,559.28</b>
<b>Total Gain</b>	<b>\$32,517.87</b>	<b>\$54,041.62</b>
	<b>1.07 %</b>	<b>1.75 %</b>

The information set forth above is based upon information believed to be accurate and reliable but we do not guarantee its accuracy.



**2019**

**Members Present:** Petty, Sloan, Thurow

**Absent:**

**Others Present:** Mayor Palm, E. Geick, E. Truman, B. Zeman, C. Haggard, T. Pinion

**Call Meeting to Order** – Ald. Petty called the meeting to order at 6:30 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Thurow to approve the minutes of December 11, 2018. Motion carried unanimously. Moved by Sloan to approve the amended agenda, seconded by Thurow and carried unanimously.

**Action Items**

- a) **Accounts Payable** - Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council approval of the accounts payable for **\$7,066,726.65**
- b) **2019 Levy Special Assessments upon property at Lake Street (between Springbrook Dr. & Walnut St.) and Elizabeth Street (between 15<sup>th</sup> St. & 16<sup>th</sup> St.). Also, new curb and gutter at Lake Street (between Springbrook Dr. & Walnut St.).** T. Pinion explained this is solely to give notice of our intent to levy these special assessments. Moved by Sloan, seconded by Thurow and carried unanimously to recommend to Council. Motion carried unanimously.

**Informational Items**

- a) City Attorney's report on insurance claims – None.

**Adjournment** – Moved by Sloan, seconded by Thurow and carried to adjourn at 6:34pm.  
Brenda Zeman, City Clerk

UW-BARABOO / SAUK COUNTY CAMPUS COMMISSION MINUTES  
UW-Baraboo/Sauk County Campus, Executive Dining Room  
Baraboo, Wisconsin

Thursday, December 20, 2018

**Members present:** Phil Wedekind, Alene Bolin, Tom Geimer, Tom Kolb, Bryant Hazard, Ed Geick and Scott Von Asten

**Members Absent:**

**Others Present:** Ed Janairo, Peter Vedro, Mike Palm, Dave Olson, Pete Davis

Chair Wedekind called the meeting to order at 8:00 a.m. and compliance with the Open Meeting Law was verified.

MOTION (Kolb/Geimer) adopt the agenda. Motion carried unanimously.

MOTION (Geimer/Kolb) to approve the minutes of the regular meeting on November 15, 2018.

Motion carried unanimously.

**Public Comment:** None.

**Communications:** None.

**Facilities planning and maintenance report.**

Report attached.

**Financial report and approval of vouchers.**

Motion (Geick/Von Asten) to approve \$12,820 for window replacement from fund balance and invoices in amount of \$5,962.17.

**Discussion of Hill between Fine Arts Building and Villas**

Discussion was had. Estimate of \$25,000 to move hill.

**Dean's Report on Fine Arts Facilities needs**

Discussion on next steps.

**Update on student housing**

Report attached.

**Deans' Report**

Report attached.

MOTION (Von Asten/Hazard) to adjourn until Thursday, January 17, 2019 at 8:00 am. Motion carried unanimously.

Respectfully Submitted,

Alene Bolin  
Sauk County Administrative Coordinator

## **Minutes**

### **Baraboo District Ambulance Commission**

October 24, 2018

The October 24, 2018 meeting of the Baraboo District Ambulance Service Commission was called to order by Sloan at 7:00 pm.

Commissioners present: Dr. Kronrnfeld, Erik Larson, Darlene Otto, Joel Petty, Scott Sloan, Tim Stieve, Terry Turnquist, and Phil Wedekind

Also present were: Attorney Maffei, Chief Sechler, Deputy Chief Rago, Feine, Klock, Koepp, Snow, Vande Hei, and Wolter

Sloan noted that the meeting had been posted in compliance with the Open Meeting Law.

#### **Adoption of Agenda**

- The agenda was adopted by a motion made by Stieve, seconded by Petty. Voice vote, all ayes. Motion carried.

#### **Approval of Previous Minutes**

- A motion to approve the September 26, 2018 minutes was made by Otto, seconded by Larson. Voice vote, all ayes. Motion carried.

#### **Public Invited to Speak**

1. Ben Wolter (a former Baraboo EMS employee) addressed the Commission, and commented on a couple of items, including staffing shortages.

#### **Appearances/Announcements/Correspondence**

1. None

#### **Reports**

1. Legal Counsel Report – No report.
2. President's Report – No report.
3. Treasurer's Report – No report.
4. Chief's Report – Sechler reviewed the written report that was submitted in the Commission packet.

#### **Consent Agenda**

1. There was not a quorum for the Financial ad hoc committee, so the following items were each reviewed by the Commission:

- a. Approve check details and online payments for September 16 – October 13, 2018 in the amount of: General account - \$69,749.96; Operational PUD funds transfer to LGIP - \$124,932.56; Capital Improvement PUD funds transfer to LGIP - \$111,962.88;  
Total = \$306,645.40

A motion to approve as presented was made by Larson, seconded by Turnquist. Voice vote, all ayes. Motion carried.

- b. Approve write-offs of patient accounts in the amount of \$29,106.48.

A motion to approve as presented was made by Petty, seconded by Stieve. Voice vote, all ayes. Motion carried.

#### **New Business**

1. Sechler presented the proposed addendum for the Alma Waite rental lease agreement, which had been vetted by the City of Baraboo legal counsel as well as by attorney Maffei. Sechler also reported that the rooftop heating/cooling unit was replaced, and the bill was paid for by the City of Baraboo.

**Minutes**  
**Baraboo District Ambulance Commission**  
October 24, 2018

After discussion, a motion was made by Kronenfeld, seconded by Wedekind to approve the addendum agreement for a one-year lease. Voice vote, all ayes. Motion carried.

2. Sechler and Vande Hei reviewed a Hardship request that had come from the WI Department of Veterans Affairs, regarding one of their clients. The details of the request were explained to the Commission. A motion was made by Larson, seconded by Turnquist to approve the request with the offered funds, and to write off any remaining amount. Voice vote, all ayes. Motion carried.
3. Sechler and Snow presented the amended budget to account for the ambulance purchases in 2018. A motion to forward the revised Budget amendment to the Annual member's meeting, with a recommendation for approval was made by Larson and seconded by Petty. Voice vote, all ayes. Motion carried.
4. Sechler and several of the Management staff presented the final proposed 2019 Budget, including the per capita rates, staffing items, and wages & salaries. Discussion occurred throughout the presentation on the various line items in the Budget. Staff also shared that since the beginning of this year, a noticeable shortage of EMT's and Paramedics—across the State, as well as the Nation—has affected the staffing of volunteer services, as well as the staffing at career services. Several news articles were referenced, as well as a number of examples were cited. It was suggested that an increase in base wages for the line staff could assist with recruiting new employees. Other staffing shortage examples were given by Commissioners, including law enforcement, physicians, nurses, etc. After discussion a motion to forward the final proposed 2019 Budget to the Annual member's meeting, with a recommendation for approval was made by Dr. Kronenfeld and seconded by Petty. Voice vote, all ayes. Motion carried.

**Commissioner Comments & Future Agenda Items**

- The Commission directed that increases in line staff wages should be researched further, and recommendations for any wage increases in the future should be brought back for consideration.
- Please mark your calendars for the next Commission meetings, which will be the following:
  - December 5, 2018
  - January 23, 2019
  - February 27, 2019

**Adjournment**

- Motion to adjourn by Larson, seconded by Turnquist at 8:05 pm. Voice vote, all ayes. Motion carried.

Respectfully Submitted,

Dana Sechler, Chief / EMS Director  
Baraboo District Ambulance Service

**Minutes**  
Baraboo District Ambulance Commission  
**Finance Ad Hoc Committee**  
Baraboo EMS Administrative Offices  
121 5<sup>th</sup> Street, Baraboo, Wisconsin  
**Wednesday, October 24, 2018 at 6:45 PM**

There was no quorum for this meeting.